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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 3, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

CLASSIFICATION AND PAY:

0950-74 /  
✓ Public Hearing on Salary Standardization by the Civil Service  
Commission for employees pursuant to the provisions of Sections  
8.400 and 8.401 of the Charter for 1975-76.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 6, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

DOCUMENTS


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SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5301-74 Hwen-Wen Auyoung, 3598 School Aide III 23/E-2, Board of Education - 12-7-74.  
Action: Approve. Cancel all current examination and eligibility status. Not to be certified again to the Board of Education.
- 5302-74 Brenda Lee, 1424 Clerk Typist 33/E-178, Board of Education - 11-20-74.  
Action: Over to meeting of January 20, 1975.
- 5303-74 Yvette Williams, 2704 School Custodian 4/E-8, Board of Education - 8-12-74.  
Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5304-74 Aidaliza B. Gawron, 1458 Legal Stenographer, City Attorney's Office - 12-19-74.  
Action: Approve.



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AUTOMATIC RESIGNATIONS: (continued)

5265-74 Barbara Wohl, 2910 Social Worker, Department of Public Health.  
(Laguna Honda Hospital) - 10-30-74.

December 2, 1974: Over to meeting of January 6, 1975.

Action: Approve.

RESIGNATIONS:

5305-74 Birdell Sapp, 2312 Licensed Vocational Nurse 9/E-55, Department of  
Public Health (San Francisco General Hospital) - 11-6-74.

Action: Approve.

5306-74 Willie C. Hosmer, 2714 Janitor 160/E-58, Public Utilities Commission  
(Municipal Railway) - 11-26-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5307-74 Bonnie L. King, 9910 Public Service Trainee, Civil Service - Youth  
Training Program - 12-2-74.

Action: Over to meeting of January 20, 1975.

5273-74 Hugh R. Boyd, 8207 Building and Grounds Patrolman, Police  
Department - 11-25-74.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Disapprove termination. Reinstate to position commencing  
with next Municipal Railway security class without back pay.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5309-74 Joseph A. De La Torre, 8207 Building and Grounds Patrolman, Police Department - 12-5-74.

Action: Approve.

5310-74 Betty L. Hillman, 8207 Building and Grounds Patrolman, Police Department - 12-4-74.

Action: Approve.

5311-74 Lee O. Hubbard, 8207 Building and Grounds Patrolman, Police Department - 12-4-74.

Action: Approve. No future examinations in the security series.

5287-74 John A. Terry, 8207 Building and Grounds Patrolman, Police Department - 11-18-74.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Approve. No future examinations in the security series.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5312-74 Elena Bagues, 1424 Clerk Typist, City Attorney's Office - 12-27-74.

Action: Over to meeting of January 20, 1975.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5300-74 Joyce F. Jones, 2993 Assistant to the Director 1/E-1, Commission on the Aging - 12-17-74.

Action: Return name to list not under waiver.

5313-74 Burton Baines, 2302 Orderly 7/E-298, Department of Public Health (San Francisco General Hospital) - 12-4-74.

Action: Return name to list not under waiver.

5314-74 Charles Jefferson, 1402 Junior Clerk V-25/E-11, Department of Public Health (San Francisco General Hospital) - 11-8-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco General Hospital.

5315-74 Anthony Leon, S-104 Motorman 149/E-111, Public Utilities Commission (Municipal Railway) - 10-19-74.

Action: Remove name from list. Not to be certified in any classification involving the operation of a motor vehicle.

5316-74 Prince McGress, 9110 Fare Collections Receiver 21/E-17, Public Utilities Commission (Municipal Railway) - 12-6-74.

Action: No future employment with the City and County of San Francisco.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5227-74 Jeffrey Stallard, S-102 Conductor 212/E-111, Public Utilities Commission (Municipal Railway) - 9-17-74.

October 21, 1974: Off Calendar.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Over to meeting of January 20, 1975.

5317-74 Joseph Boland, 7345 Electrician 19/E-5, Department of Public Works - 12-9-74.

Action: Remove name from list.

5290-74 Laura C. Stelling, 2903 Eligibility Worker 325/E-6, Department of Social Services - 11-29-74.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5318-74 John McGary, 2724 School Custodian 66/E-52, Board of Education - 11-25-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5292-74 Edward Stevenson, 3598 School Aide III 115/E-2, Board of Education - 11-1-74.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Examining Physician.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5308-74 Debra A. Brewster, 1424 Clerk Typist, Police Department - 12-5-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

REQUEST FOR RECONSIDERATION:

5269-74 Termination of probationary appointment of Lynne Warren, 9402 Program Specialist I, Mayor's Office (Model Cities Agency) - 10-30-74.

December 2, 1974: Return name to list not under waiver.

Action: Sustain original action. (Vote of two to one; Commissioner Chow dissents.)



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 6, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

DOCUMENTS

JAN 7 1975

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Item  
Number

MINUTES:

Regular Meeting of December 16, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

Addendum  
0189-74

Survey of one vacant position in Class 7338 Lineman, S.F. Water Department, Peninsula Division.

Action: Adopt Staff Report. Reclassify one vacant position in Class 7338 Lineman (\$10.00H) to Class 7345 Electrician (\$10.00H); amend Annual Salary Ordinance Section 745030I accordingly.

0477-74

Request to survey one vacant position in Class 1446 Senior Clerk Stenographer, Department of Public Health, Health Center #1.

Action: Adopt Staff Report. Reclassify one 1446 Senior Clerk Stenographer (Sch. 24.8) to 1406 Senior Clerk (Sch. 24.8), Department of Public Health; amend Annual Salary Ordinance Section 535010 accordingly.

0780-74

Review of three Personal Services Contracts, Department of Public Health, Emergency Medical Services Program.

Action: Adopt Staff Report. Reviewed as to classification; forward to Purchaser of Supplies three Personal Services Contracts between the Dept. of Public Health and Neena K. Lyon, Stephanie Sedlock and Betty J. Manwell.

0801-74

Survey of one vacant 7334 Stationary Engineer position, S.F. Unified School District.

Action: Adopt Staff Report. Reclassify one vacant 7334 Stationary Engineer position (\$7.20 H) to 7205 Chief Stationary Engineer (\$9.525H); advise the School District to amend its Annual Salary Resolution accordingly.

0802-74

Survey of three vacant 1424 Clerk Typist positions in the Office of the County Clerk.

Action: Adopt Staff Report. Reclassify three vacant 1424 Clerk Typist positions (Sch. 22.3) to 8106 Legal Process Clerk (Sch. 22); allocate the three remaining 1424 Clerk Typist positions to Class 8106 Legal Process Clerk when they become vacant; amend Annual Salary Ordinance Section 225010 accordingly.

0895-74

Abolition of Classes 2260 Interne in Oral Surgery, 2262 Assistant Resident in Oral Surgery and 2264 Resident in Oral Surgery, Department of Public Health.

Action: Adopt Staff Report.

1. Abolish classes: 2260 Interne in Oral Surgery  
2262 Assistant Resident in Oral Surgery  
2264 Resident in Oral Surgery
2. Amend Annual Salary Ordinance Section 557010 to reflect deletions accordingly.
3. Amend Salary Standardization Ordinance accordingly.

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CLASSIFICATION AND PAY: (continued)

- 0916-74 Request of William J. Dwyer, Director of Airports, for the suspension of overtime provisions of the Annual Salary Ordinance as provided in Section 1.3 of Ordinance.
- Action: Adopt Staff Report. Approve request to waive overtime provisions for Class 9220 Airport Operations Supervisor until June 30, 1975.
- 0918-74 Survey of one vacant B512 General Clerk Typist position in the Purchasing Department, Business Bureau, General Division.
- Action: Adopt Staff Report.
1. Reclassify one vacant B512 General Clerk Typist (Sch. 23.3) to 1426 Senior Clerk Typist (Sch. 24.3).
  2. Amend the Annual Salary Ordinance Section 311010B accordingly.
- 0949-74 Classification of one new position, Mayor's Office.
- Action: Adopt Staff Report. Adopt new Class 1529 Admin. Asst. to the State Legislative Repr. with a salary as recommended by the Department of \$14,388 per annum (flat rate \$1199 mo., J,Z); allocate one new position to this class and amend Annual Salary Ordinance 151010 accordingly.

Classification and Pay item continued on Page 3.

IN-SERVICE ACTIVITIES:

- 2689-74 Request for Supplemental Appropriation, Civil Service Commission, in order to comply with the California Occupational Safety and Health Act (CAL/OSHA) electrical wiring standards.
- Action: Adopt Staff Report. Approve request and forward to the Office of the Mayor.

MISCELLANEOUS:

- 3112-74 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 7451-7550
- Action: Approve.
- 3113-74 Requests from departments to backdate requisitions and extensions:
- |          |          |                         |          |                      |
|----------|----------|-------------------------|----------|----------------------|
| TX-40002 | Ext.1825 | Management Analyst      | 11-18-74 | Chief Admin. Officer |
| T-40205  | 8136     | Confidential Crime Rep. | 11-15-74 | District Attorney    |
| T-46204  | Ext.2323 | Clinical Nurse Spec.    | 10-31-74 | Public Health        |
| T-35942  | Ext.1720 | Key Punch Operator      | 10-15-74 | " "                  |
| T-40579  | 7311     | Cement Mason            | 12-7-74  | Public Works         |
| T-40580  | 7319     | Elec. Motor Shopman     | 12-18-74 | " "                  |
| P-5149   | 1424     | Clerk Typist            | 12-22-74 | Social Services      |
| P-5152   | " "      | " "                     | " "      | " "                  |
| P-5155   | " "      | " "                     | " "      | " "                  |
| P-5156   | " "      | " "                     | " "      | " "                  |
| P-5159   | " "      | " "                     | " "      | " "                  |
| P-5160   | " "      | " "                     | " "      | " "                  |
| P-5161   | " "      | " "                     | " "      | " "                  |
| P-5164   | " "      | " "                     | " "      | " "                  |
| P-5166   | " "      | " "                     | " "      | " "                  |
| P-5167   | " "      | " "                     | " "      | " "                  |
| P-5168   | " "      | " "                     | " "      | " "                  |
| P-5173   | " "      | " "                     | " "      | " "                  |
| P-5176   | " "      | " "                     | " "      | " "                  |
| P-5169   | 1240     | Asst. Personnel Analyst | 12-26-74 | " "                  |
| T-40573  | 7372     | Stationary Engineer     | 9-7-74   | Public Works         |
- Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

40405-74 Special Report re Mabel I. Shine.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Refer to Civil Service Commission Examining Physician for new medical examination. Physician to consult with Retirement System.

40417-74 Protest of rejection of application following unsatisfactory rating on Appraisal of Personal History and Employment Record for Classes 8217 Station Officer and 8204 Institutional Policeman.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Under submission. Decision to be made following a polygraph examination administered by the San Francisco Police Department.

40480-74 Appeal of staff's denial re eligibility of certain classes to participate in a promotive examination for Class 8130 Administrative Assistant, District Attorney's Office.

Action: Adopt Staff Report. Deny appeals.

40470-74 Appeal of staff's denial of key protests for Classes 7213 Plumber Foreman and 7238 Electrician Foreman.

Action: Adopt Staff Report. Deny all appeals except Question #96 (Class 7213); change from allow both Answers #1 and #2 to #2 only. Adopt keys as per staff recommendation.

40479-74 Appeal of staff's denial of protest on oral ratings in the promotive examination for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

Action: Over to meeting of January 20, 1975.

CLASSIFICATION AND PAY: (continued)

0867-74 Survey of four positions in the Department of Finance and Records, Office of Registrar of Voters-Recorder.

Action: Adopt Staff Report.

1. Reclassify the following positions:

Recorders Office:

- a. One 1404 Clerk (Sch. 22.3) part-time to full-time when it does not adversely affect the incumbent.
- b. One vacant 1752 Senior Photostat Operator (Sch. 28.8) to 1426 Senior Clerk Typist (Sch. 24.3).

Registrar of Voters Office

- a. One vacant 1424 Clerk Typist (Sch. 22.3) part-time to full-time.
  - b. One 1840 Junior Management Assistant (Sch. 28.8) to 1842 Management Assistant (Sch. 32.3) when it does not adversely affect the incumbent.
2. Amend the Annual Salary Ordinance Sections 251010 and 255010 accordingly.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 6, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

CLASSIFICATION AND PAY:

0844-74      Amendment to the specification for Class 2999 Executive  
Director, Commission on the Aging.

December 16, 1974: Over to meeting of January 6, 1975.

Action: Amend specification for Class 2999 Executive  
Director, Commission on the Aging.

IN-SERVICE ACTIVITIES:

2005-75      Request for cancellation of notice of probable appointment  
to Eligible Number V-3, Class 4230 Estate Investigator,  
List E-1.

Action: Cancel notice of probable appointment of  
George Grinnell to Class 4230 Estate Investigator (V-3/E-1).



Calendar - *Notary*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 10, 1975

4:00 P.M.

DOCUMENTS

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

JAN 21 1975

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Commissioner Costello presided.

CLASSIFICATION AND PAY:

Addendum

0072-73

Correction of clerical errors in certain classifications in Salary Standardization Ordinance, 1974-75.

Action: Adopt Staff Report. Correct clerical error in Class 3291 Principal Recreation Supervisor in Salary Standardization Ordinance 1974-75; forward to the Board of Supervisors.

0587-74

Amendment to specification for Class 5164 Water Department Assistant General Manager and Assistant Chief Engineer.

Action: Over to meeting of January 20, 1975.

0753-74

Survey of one position in Class 1452 Stenographic Secretary, Public Utilities Commission, General Office.

Action: Adopt Staff Report. Reclassify one position in Class 1452 Stenographic Secretary to Class 1528 Administrative Secretary; amend Annual Salary Ordinance Section 705010A accordingly.

0950-74

1975-76 recommendations on salaries for employees pursuant to the provisions of Sections 8.400 and 8.401 of the Charter.

Action: Adopt amended Staff Report and forward to the Board of Supervisors. (Vote of 2 to 0. Commissioner Costello abstaining.)





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 52A BASEMENT - CITY HALL

SPECIAL MEETING - JANUARY 15, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

RECRUITMENT AND EXAMINATIONS:

40418-74     **Protests of oral ratings for Class 8304 Deputy Sheriff.**

- Action:
1. Deny appeals of Alvin D. Denton, Patrick T. Durrett, Chester G. Fong, Venezuela G. Kennedy, Kenneth A. Ford, Felix Louis, Jr., Kailey Wong.
  2. Reschedule new oral examination for Kevin R. Boden, Malachi L. Burris, Robert W. Greene, Howard J. Histed, Barbara A. Hollingsworth, Thomas G. Hoppin, Fayretta Howard, James K. Lewis, Robert A. Limacher, John A. Minkel, Thomas M. O'Connor, Francis D. O'Leary, Bruno G. Pezzulich, George Rosko, James L. Smith, James S. Sweeney, John T. Toomey, Earl L. Walls, Yvonne Wayne.

Board members not to be apprised of the fact that the candidate has already taken an oral examination in this class.

Under Submission

2718-74     Supplemental appropriation request for Police and Fire examinations.

November 18, 1974: Under submission.

Action: Approve and forward to the Office of the Mayor.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 20, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5005-75 Charles Amerson, 2724 School Custodian 17/E-53, Board of Education - 12-12-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5006-75 Billie Johnson, 2724 School Custodian V-92/E-52, Board of Education - 12-14-74.

Action: Return name to list not under waiver. One more opportunity to establish a satisfactory work record.

5302-74 Brenda Lee, 1424 Clerk Typist 33/E-178, Board of Education - 11-20-74.  
January 6, 1975: Over to meeting of January 20, 1975.

Action: Off Calendar.

5007-75 Susana Valenzuela, 1424 Clerk Typist, Board of Education - 1-10-75.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.



AUTOMATIC RESIGNATIONS: (continued)

5008-75

Betty J. Nelson, 2736 Porter 15/E-3, Department of Public Health (San Francisco General Hospital) - 12-27-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5009-75

David Wallace, 2310 Operating Room Technician V-1/E-2, Department of Public Health (San Francisco General Hospital) - 12-20-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

RESIGNATIONS:

5010-75

Sarah O'Gilvie, 2312 Licensed Vocational Nurse 5/E-59, Department of Public Health (San Francisco General Hospital) - 11-13-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5011-75

Catalino A. Calonsag, S-104 Motorman, Public Utilities Commission (Municipal Railway) - 12-16-74.

Action: Approve resignation in good standing.

5012-75

Charles A. Taliaferro, S-102 Conductor V-45/E-108, Public Utilities Commission (Municipal Railway) - 12-12-74.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Not to be certified to the Municipal Railway as an S-102/S-104 Conductor/Motorman.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5307-74

Bonnie L. King, 9910 Public Service Trainee, Civil Service Commission - Youth Training Program - 12-2-74.

January 6, 1975: Over to meeting of January 20, 1975.

Action: Approve.

5013-75

Lydia Chen, Dispatcher Trainee, Police Department - 12-20-74.

Action: Approve.

5014-75

Tony R. McCreary, 8207 Building and Grounds Patrolman, Police Department - 12-26-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5002-75

John R. Schmolke, 8207 Building and Grounds Patrolman, Police Department - 12-26-74.

Action: Disapprove. Return to position.

5015-75

Aaron J. Shorter, 8207 Building and Grounds Patrolman, Police Department - 12-26-74.

Action: Approve.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5016-75      Rodolfo M. Valderrama, 8207 Building and Grounds Patrolman, Police Department - 12-26-74.

Action: Disapprove. Return to position.

5017-75      Michael Duner, 2585 Health Worker I, Department of Public Health - 12-30-74.

Action: Approve termination without prejudice.

5018-75      Lenoris Walsh, 9110 Fare Collections Receiver, Public Utilities Commission (Municipal Railway) - 12-6-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5019-75      Chester Romanowicz, 8207 Building and Grounds Patrolman, Department of Public Works - 12-26-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5020-75      Jewell E. Ruffin, 2714 Janitor 96/E-57, Airports Commission - 1-3-75.

Action: Over to meeting of February 3, 1975.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5021-75 Ida M. Bishop, 11424 Clerk Typist 24/E-1, Department of Public Health (San Francisco General Hospital) - 1-3-75.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5227-74 Jeffrey Stallard, S-102 Conductor 212/E-111, Public Utilities Commission (Municipal Railway) - 9-17-74.

October 21, 1974: Off Calendar.  
December 16, 1974: Over to meeting of January 6, 1975.  
January 6, 1975: Over to meeting of January 20, 1975.

Action: Over to meeting of February 3, 1975. The Commission stipulated that this would be a final continuance.

5022-75 William A. Butherland, 7502 Asphalt Worker V-24/E-4, Department of Public Works - 12-6-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5312-74 Elena Bagues, 11424 Clerk Typist, City Attorney's Office - 12-27-74.  
(NOTE: This item was erroneously place in the probationary termination section on the original copy.)

January 6, 1975: Over to meeting of January 20, 1975.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the City Attorney's Office.

5023-75 Joseph A. Parker, 7530 Street Cleaner 4/E-7, Department of Public Works - 12-10-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

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UNDER SUBMISSION: (Termination of temporary appointment)

5294-74 Wade Fisher, 2903 Eligibility Worker 86/E-7, Department of Social Services - 12-6-74.

December 16, 1974: Under submission.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 20, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of January 6, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

- 1940-73      Survey of one vacant 1402 Junior Clerk position, S.F. Unified School District, Mail and Reproduction Services Department.
- Action: Adopt Staff Report. Reallocate one vacant 1402 Junior Clerk position (Sch. 18.3) to 1406 Senior Clerk (Sch. 24.8); advise the School District to amend its Annual Salary Resolution accordingly.
- 0416-74      Survey of one vacant 1432 Senior Transcriber Typist position, Department of Public Health.
- Action: Adopt Staff Report. Reallocate one vacant 1432 Senior Transcriber Typist position (Sch. 24.3) to Class 1446 Senior Clerk Stenographer (Sch. 24.8); amend Section 531010 of the Annual Salary Ordinance accordingly.
- 0587-74      Amendment to specification for Class 5164 Water Department Assistant General Manager and Assistant Chief Engineer.
- January 10, 1975: Over to meeting of January 20, 1975.
- Action: Adopt Staff Report. Amend specification for Class 5164 Water Department Assistant General Manager and Assistant Chief Engineer as recommended in the Staff Report; amend Annual Salary Ordinance 745010A accordingly.
- 0694-74      Request to classify one budgeted position, S.F. Community College District, 1974-75 budget.
- Action: Adopt Staff Report. Classify one 1874 Senior Programmer Analyst position at the S.F. Community College District; advise the District to amend its Salary Resolution by removing the asterisk (\*) from this position.
- 0728-74      Survey of 10 budgeted positions, S.F. Unified School District, Data Processing Division.
- Action: Adopt Staff Report. Classify new budget-approved positions, S.F. Unified School District as follows:
- 1 - 1720 Key punch Operator
  - 5 - 1872 Programmer Analyst
  - 3 - 1862 Systems and Procedures Analyst
  - 1 - 1864 Sr. Systems and Procedures Analyst
- Advise the District to amend its Salary Resolution accordingly.





CLASSIFICATION AND PAY: (continued)

- 0781-74 Survey of Class 3340 Zoo Director.  
Action: Adopt Staff Report.  
1. Adopt new class of 3346 Director, Zoological Activities, Sal. Sch. 45.5, J,Z, \$850B1028, as recommended by the department.  
2. Reallocate one position in Class 3340 Zoo Dir. to this new class.  
3. Amend Annual Salary Ordinance Section 651010B accordingly.  
4. Abolish Class 3340 Zoo Director.
- 0011-75 Request for additional compensation for use of bilingual skill in accordance with the provisions of Section IV(E) of the 1973-74 Salary Standardization Ordinance.  
Action: Adopt Staff Report. Approve five new requests for additional compensation for use of bilingual skills effective January 20, 1975. Deny two new requests for additional compensation for use of bilingual skills effective January 20, 1975.  
Approve: Carmen Barnes 1424, Agnes Chan 2585, Marilyn Y. Padua 2930, Public Health; Patricia Cardona 1240, Civil Service Commission; Henry Wong 8440, Juvenile Court.  
Deny: Janet Heath 1424, Public Health, Rosana Lee 1426, Social Service.

IN-SERVICE ACTIVITIES:

- 2022-75 Budget request for the Civil Service Commission, fiscal year July 1, 1975, to June 30, 1976.  
  
Action: Approve request and forward to the Office of the Mayor.

MISCELLANEOUS:

- 3001-75 From the heads of various departments requesting authorization to make non-civil service appointments:  
  
Oral authorization numbers: 7551-7650  
  
Action: Approve.
- 3002-75 Requests from departments to backdate requisitions and extension:
- |              |                              |          |                  |
|--------------|------------------------------|----------|------------------|
| T-44165      | 1720 Key Punch Operator      | 12-18-74 | Controller       |
| T-40049      | 1240 Asst. Personnel Analyst | 11-30-74 | Model Cities     |
| T-40048      | 2586 Health Worker II        | 12-13-74 | " "              |
| T-40110 Ext. | 7410 Automotive Serviceman   | 1-1-75   | Purchasing Dept. |
| P-5175       | 1404 Clerk                   | 1-6-75   | Social Services  |
- Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40479-74 Appeal of staff's denial of protest on oral ratings in the promotive examination for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.  
  
January 6, 1975: Over to meeting of January 20, 1975.  
  
Action: Off calendar.
- 4035-75 Appeal of staff's denial of protest on Qualifications Appraisal Interview rating for Class 8112 Assistant Court Clerk.  
  
Action: Adopt Staff Report. Deny appeal.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 20, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

RECRUITMENT AND EXAMINATIONS:

4064-75      Appeal of staff's denial of oral rating in the examination  
for Class 1246, Principal Personnel Analyst.

Action: Deny appeal of Merrilee Nolan.

40418-74      Request for reconsideration of Civil Service Commission  
action of 1-15-75 re protest of oral rating for Class 8304  
Deputy Sheriff.

Action: 1. Rescind action of January 15, 1975, re  
Felix Louis.  
2. Deny appeal of Felix Louis.

CLASSIFICATION AND PAY:

0041-75      Amendment to the Annual Salary Ordinance Section 775010  
reflecting a change in salary for Class 9399 Port Director.

Action: Forward to the Board of Supervisors without  
recommendation.



9/15.  
resal

Calendar  
Actions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO  
PUBLIC HEALTH AUDITORIUM  
THIRD FLOOR, 101 GROVE

DOCUMENTS

FEB 6 1975

SAN FRANCISCO  
PUBLIC LIBRARY

SPECIAL MEETING - JANUARY 29, 1975  
3:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

CLASSIFICATION AND PAY:

- 0046-75      Review of Personal Services Contracts, Mayor's Office.
- Action: Reviewed as to classification; forward to the Purchaser of Supplies
- 0047-75      Administrative provisions of the Salary Standardization Ordinance (Charter Sections 8.400 and 8.401) 1975-76.
- Action: Approve amended report; forward to the Board of Supervisors.

RECRUITMENT AND EXAMINATIONS:

- 4103-75      Appeal of staff's denial re ineligibility for 1146 Clerk of the Board of Supervisors and City Clerk.
- Action: 1. Allow appeals of Messrs. Matthew Ashe and William McGovern.
2. Deny appeals of Mr. Robert Tecco and Mrs. Marion Paris Baxter.
3. Appeal of Mr. Philip Siggins over to meeting of February 18, 1975.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - FEBRUARY 3, 1975

2:00 P.M.

DOCUMENTS

FEB 11 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

RESIGNATIONS:

5028-75      Floyd Williams, 2714 Janitor 2/E-58, Fine Arts Museums - 1-22-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5029-75      Katherine Elliott, 1440 Medical Transcriber Typist 1/E-22, Department of Public Health (San Francisco General Hospital) - 12-10-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5030-75      Alma E. Grooms, 2302 Orderly 4/68, Department of Public Health (Laguna Honda Hospital) - 1-16-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

5031-75      Bernard Johnson, 2302 Orderly, Department of Public Health (Laguna Honda Hospital) - 1-16-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.



RESIGNATIONS: (continued)

5032-75 Cassie M. White, 2312 Licensed Vocational Nurse 2/E-54, Department of Public Health (San Francisco General Hospital) - 11-11-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5033-75 Angela Bryant, 1424 Clerk Typist, City Planning Commission - 1-31-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5034-75 Phillip Clark, 8207 Building and Grounds Patrolman, Police Department - 1-13-75.

Action: Approve. Refer to staff to explore the possibilities for employment in a different classification.

5035-75 Warren R. Henry, 9910 Police Communications Dispatcher, Police Department - 1-16-75.

Action: Off Calendar. Refer to staff to explore the possibilities for employment in a different classification.

5036-75 Antonio Nascimento, 9910 Police Communications Dispatcher, Police Department - 1-16-75.

Action: Off Calendar. Refer to staff to explore the possibilities for employment in a different classification.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5037-75 Jacob Shumelda, 3630 Librarian I, Public Library - 1-28-75.

Action: Approve. Not to be certified again to the San Francisco Public Library.

5038-75 Cynthia Barbour, 1630 Account Clerk, Retirement System - 1-13-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT (Promotive):

5025-75 John F. Courtney, 8310 Lieutenant 3/P-3, Sheriff's Department - 1-21-75.

Action: Over to meeting of February 18, 1975.

TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance):

5039-75 Wilson C. Leverett, 2714 Janitor 172/E-58, Airports Commission - 1-31-75.

Action: Return name to list not under waiver. Not to be certified again to the Airports Commission.

5020-75 Jewell E. Ruffin, 2714 Janitor 96/E-57, Airports Commission - 1-3-75.

January 20, 1975: Over to meeting of February 3, 1975.

Action: Off Calendar. Mr. Ruffin to notify the Assistant Secretary when prepared to proceed with the determination of future employability.



TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance) (continued):

- 5040-75      Ida Cuneo, 2702 Janitress 20/E-5, Fine Arts Museums - 1-14-75.  
  
Action: Return name to list not under waiver. Not to be certified again to the Fine Arts Museums.
- 5041-75      Jessie Gray, 2302 Orderly 34/E-289, Department of Public Health (Laguna Honda Hospital) - 1-14-75.  
  
Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Examining Physician. Not to be certified again to the Department of Public Health as a 2302 Orderly.
- 5042-75      Shirley Norris, 2302 Orderly 48/E-301, Department of Public Health (Laguna Honda Hospital) - 2-3-75.  
  
Action: Return name to list not under waiver.
- 5043-75      Lucy T. Patterson, 1424 Clerk Typist 17/E-2, Department of Public Health - 1-31-75.  
  
Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5227-74      Jeffrey Stallard, S-102 Conductor 212/E-111, Public Utilities Commission (Municipal Railway) - 9-17-74.  
  
October 21, 1974: Off Calendar.  
December 16, 1974: Over to meeting of January 6, 1975.  
January 6, 1975: Over to meeting of January 20, 1975.  
January 20, 1975: Over to meeting of February 3, 1975 (final continuance).  
  
Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Municipal Railway.



*Calendar*  
*Actions Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 3, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of January 20, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

- 0072-75      Request from the S.F. Unified School District to amend the Annual Salary of Class 0130 Superintendent of Schools in accordance with the passage of State of California Senate Bill No. 2027, effective January 1, 1975.
- Action: Adopt Staff Report.
1. Adjust the Annual Salary of Class 0130 Superintendent of Schools (County Superintendent) from \$30,132 to \$32,800, effective January 1, 1975, in accordance with the passage of California State Senate Bill No. 2027.
  2. Amend Section 143010 of the Annual Salary Ordinance accordingly.
- 0078-74      Survey of one unclassified position, Department of Public Health, S.F. General Hospital.
- Action: Adopt Staff Report.
1. Amend specification for Class 2427 Radiologic Technologist III as recommended in Staff Report.
  2. Classify subject position as a 2427 Radiologic Technologist III (Sch. 29.3).
  3. Amend Annual Salary Ordinance Sec. 557010 by deleting one "A105 Echo-Encephalograph Technician" and adding one 2427 Radiologic Technologist III.
  4. Since the eligible list for 2427 Radiologic Technologist III is exhausted, the Department is advised to utilize specialized recruitment to fill this vacancy.
- 0308-74      Request to establish a district-wide clerical pool for the S.F. Unified School District.
- Action: Adopt Staff Report.
1. Establish a district-wide clerical pool consisting of the following as needed positions:
    - 3 - 1424 Clerk Typist
    - 3 - 1426 Senior Clerk Typist
    - 3 - 1444 Clerk Stenographer
    - 3 - 1446 Senior Clerk Stenographer
  2. These positions are to be filled in accordance with Charter Section 8.300(2).
  3. Advise the District to amend its Salary Resolution to reflect these part-time exempt positions.



CLASSIFICATION AND PAY: (continued)

0507-74 Survey of one vacant position in Class B408 General Clerk Stenographer, Department of Public Works, Bureau of Street Cleaning and Planting.

Action: Adopt Staff Report.

1. Reclassify one vacant B408 General Clerk Stenographer position (Sch. 23.8) to 1424 Clerk Typist (Sch. 22.3).
2. Amend Section 686010 of the Annual Salary Ordinance accordingly.

0792-74 Special report re Class 4370 Assistant Cashier, Tax Collector.

Action: Adopt Staff Report. Fill vacant position in Class 4370 Assistant Cashier, Tax Collector, by promotive examination.

0859-74 Request of the Director of Public Health for a survey of two positions in Class 2660 Administrative Chef (Sch. 37.5) with a view toward reclassification to 2661 Food Service Administrator (Sch. 38.5).

Action: Adopt Staff Report.

1. Reallocate one position currently in Class 2660 Administrative Chef to 2661 Food Service Administrator when it is possible to do so without adverse effect to the incumbent.
2. Defer action on one position in Class 2660 Administrative Chef at S.F. General Hospital.
3. Amend Annual Salary Ordinance Section 555010 to reflect this action.
4. Amend specification for Class 2661 Food Service Administrator to include positions in the Department of Public Health.

IN-SERVICE ACTIVITIES:

2033-75 Appeal of denial of request for educational leave.

Action: Adopt Staff Report. Approve leave of Jose Olmeda, Airports Commission.

2046-75 Request to accept employment while on educational leave.

Action: Adopt Staff Report. Approve request of Craig P. Leithiser, Controller's Office.

MISCELLANEOUS:

3003-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 7676-7825

Action: Approve.

3004-75 Requests from departments to backdate requisitions:

T-40620	1802 Research Assistant	1-6-75	Office of the Mayor
T-40438	1710 Chief Telephone Operator	12-7-74	Public Health, SFGH
P-5190	2903 Eligibility Worker	1-20-75	Social Services
P-5185	2903 Eligibility Worker	1-17-75	" "
T-41391	1426 Senior Clerk Typist	1-20-75	" "

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

04078-75 Appeal of staff's denial of protest on Qualifications Appraisal Interview rating for Class 2925 Chief, Medical Social Services promotive examination.

Action: Allow appeal of Lena Leong. New examination to be scheduled.

4102-75 Protest of rejection of application following unsatisfactory rating on Appraisal of Personal History and Employment Record for Class 8214 Parking Controlman.

Action: Adopt Staff Report. Deny protest of Ernest deCarteret III.







CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 3, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

CLASSIFICATION AND PAY:

0091-75      Classification of ten new positions in the Office of the Sheriff; a supplemental appropriation.

Action: Adopt Staff Report. Allocate ten positions to Class 8304 Deputy Sheriff; amend Section 173010 of the Annual Salary Ordinance to reflect these additional positions.

0093-75      Survey of monthly rates paid Policemen and Firemen in California cities of at least 100,000 population.

Action: Adopt Staff Report and certify rates to Board of Supervisors. (Vote of 2 to 0. Commissioner Costello abstaining.)

REQUEST FOR RECONSIDERATION

4103-75      Appeal of staff's denial re ineligibility for 1146 Clerk of the Board of Supervisors and City Clerk.

January 29, 1975: Over to February 18, 1975.

Action: Sustain original action: Over to meeting of February 18, 1975.

Item      RECRUITMENT AND EXAMINATIONS: (continued)

4132-75      Review of maximum age requirement for Class 8304 Deputy Sheriff.

Action: Over to meeting of February 18, 1975.

40447-74      Protests on applications for higher Accounting Series examinations.

Action: Over to meeting of February 18, 1975.



*Calendar - Police Files*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 EXCISE HALL

101 GROVE STREET - THIRD FLOOR AUDITORIUM

SPECIAL MEETING - FEBRUARY 18, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

DOCUMENTS

SAN FRANCISCO  
PUBLIC LIBRARY

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5045-75 Lucille Davenport, 2704 School Custodian 21/E-7, Board of Education - 1-20-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5046-75 Eloise Johnson, 2704 School Custodian 56/E-7, Board of Education - 1-29-75.

Action: Approve.

5047-75 Maureen Hunter, 2320 Registered Nurse 1/E-326, Office of the Sheriff - 1-29-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5048-75 Geraldine E. Boudreaux, 1424 Clerk Typist 388/E-181, Department of Social Services - 1-28-75.

Action: Off Calendar. Name to be restored to list under waiver.



AUTOMATIC RESIGNATIONS: (continued)

5049-75 Lillian Lester, 1424 Clerk Typist 186/E-181, Department of Social Services - 1-28-75.

Action: Over to meeting of March 3, 1975.

5050-75 Roger Navarro, 2904 Social Services Technician 3/P-1, Department of Social Services - 1-28-75.

Action: Refer to staff.

RESIGNATION:

5051-75 Michael D. Lee, S-104 Motorman V-130/E-107, Department of Public Utilities (Municipal Railway) - 12-15-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's work experience outside the City and County service. Not to be certified to the Municipal Railway in any category requiring the operation of a motor vehicle.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5052-75 Randolph Johnson, 7560 Field Conservation Aide, Department of Public Works - 1-20-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5053-75 Jong C. Lee, 7560 Field Conservation Aide, Department of Public Works - 1-16-75.

Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5054-75 William N. Nickolas, 7560 Field Conservation Aide, Department of Public Works - 1-17-75.  
Action: Approve.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5025-75 John F. Courtney, 8310 Lieutenant 3/P-3, Office of the Sheriff - 1-21-75.  
Action: Reinstate to position of 8310 Lieutenant with full back pay to date of termination (January 21, 1975).

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5055-75 Stephen A. Baldocchi, 8214 Parking Controlman 20/E-12, Police Department - 2-18-75.  
Action:  
Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Police Department. No future employment in the security series.

5056-75 Rigoberto Calderon, 2305 Psychiatric Technician 14/E-1, Department of Public Health - 2-7-75.  
Action:  
Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5057-75 Nenita Lim, 2320 Registered Nurse 20/E-321, Department of Public Health (Laguna Honda Hospital) - 1-20-75.  
Action: Remove name from 2320 Registered Nurse lists.





TERMINATIONS OF TEMPORARY APPOINTMENTS:

5058-75

Lily Graciani, 2302 Orderly 35/E-305, Department of Public Health (Laguna Honda Hospital) - 1-31-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5059-75

Paul R. James, 7334 Stationary Engineer 52/E-15, Recreation and Park Department - 1-27-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 18, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of February 3, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

Addendum  
0410-74

Survey of one vacant 1444 Clerk Stenographer position, Department of Public Health, Community Mental Health Services, Bayview Mental Health Center.

September 16, 1974: Refer to staff for further study.

Action: Adopt Staff Report.

1. Reclassify one 1444 Clerk Stenographer (Sal. Sch. 23.3) to 1426 Senior Clerk Typist (Sal. Sch. 24.3).
2. Amend Annual Salary Ordinance Section 567013 accordingly.

0720-74

Survey of two positions, Class 2120 Institutional Admitting Officer and one position, Class 2528 Medical Steward, Department of Public Health.

Action: Adopt Staff Report.

1. Reclassify two vacant 2120 Institutional Admitting Officer positions (Sch. 28) and one vacant 2528 Medical Steward position (Sch. 30) to three 2306 Sr. Psychiatric Orderly (Sch. 27.8) positions.
2. Amend Sections 567010 and 561011 of the Annual Salary Ordinance accordingly.

0851-74

Classification survey of two new clerical positions in the budget of the Department of Public Health, S.F. General Hospital, Admissions Unit.

Action: Adopt Staff Report.

1. Classify two 1426 Sr. Clerk Typist positions (Sal. Sch. 24.3) in the clerical processing center of the Admissions Unit of S.F. General Hospital.
2. Amend Annual Salary Ordinance Section 557010 accordingly (remove asterisks).

0092-75

Classification of three new Q-80 Captain and nine new Q-60 Lieutenant positions in the San Francisco Police Department.

Action: Adopt Staff Report.

1. Allocate new positions in the Police Department as follows:
  - a. 3 - Q-80 Captain
  - b. 9 - Q-60 Lieutenant
2. Amend Section 161010 of the Annual Salary Ordinance to reflect these changes.



CLASSIFICATION AND PAY: (continued)

- 0133-75 Report to Board of Supervisors on review and analysis of data transmitted to Civil Service Commission, and proposed amendments to schedule of compensations (Charter Sections 8.400 and 8.401).  
Action: Adopt Staff Report and forward to Board of Supervisors. (Vote of 2 to 0. Commissioner Costello abstaining.)
- 0025-75 Classification survey of one currently vacant position in Class 1656 Head Accountant in the Department of Social Services.  
Action: Adopt Staff Report.
1. Reallocate one vacant position in Class 1656 Head Accountant Sch. 40.5 in the Department of Social Services to Class 1658 Chief Accountant Sch. 43.
  2. Amend Annual Salary Ordinance Section 169010A to reflect this action.
  3. Advise Department to include in its 1975-76 supplemental budget.
- 0117-75 Request for reconsideration of staff's denial of appointment above the entrance rate for Ricardo Hofer, 2574 Clinical Psychologist.  
Action: Over to meeting of March 3, 1975.
- 0122-75 Retitling of Class H-2 Fireman.  
Action: Adopt Staff Report.
1. Amend class title of H-2 Fireman to H-2 Firefighter.
  2. Amend Annual Salary Ordinance Sections 145010, 145011, 145015 to reflect change in title.
- 0129-75 Proposed Charter Amendment (1st draft) amending Section 3.500 of the Charter (File No. 635-74).  
Action: Adopt Staff Report. Approve and forward to Board of Supervisors.
- 0130-75 Requests for additional compensation for use of bilingual skill in accordance with the provisions of Section IV(E) of the Salary Standardization Ordinance.  
Action: Adopt Staff Report. Approve four new requests for additional compensation for bilingual skills effective February 18, 1975: Cole Lew, 2997, Human Rights Commission; Mariling Zambales, 2930, Public Health; Margaret Payton, 1424, Social Services; Tresa Rubio, 1426, SFUSD. Discontinue one recertification request effective January 1, 1975: Hazel Lim, 2322, Public Health.
- 0123-75 Reorganization of the Medical Record Division at San Francisco General Hospital and Laguna Honda Hospital; retitling and reallocation of classifications in the Medical Records Series.  
Action: Adopt Staff Report.
1. Retitle, reallocate, and adopt new classifications as recommended.
  2. Grant status to permanent incumbents identified in report.
  3. Amend Annual Salary Ordinance Sections 557010, 557010A, and 555010 to reflect retitlings and reallocation of positions.



#### IN-SERVICE ACTIVITIES:

- 2054-75      Appeal of denial of request of Lily Hidalgo Gunabe for educational leave.  
Action: Adopt Staff Report. Approve leave for one year.
- 2053-75      Appeal of denial of request of Marian Joycechild for educational leave.  
Action: Adopt Staff Report. Deny appeal. (Vote of 2 to 1. Commissioner Chow dissents.)
- 2026-75      Appeal of denial of request of Helen Steinlauf for educational leave.  
Action: Over to meeting of March 3, 1975.
- 2061-75      Question on eligibility for appointment re Ines Lebin for Head Nurse, Surgery.  
Action: Adopt Staff Report. Remove waiver from Head Nurse, Surgery eligibility list. (Ines Lebin 7/P-3).

#### MISCELLANEOUS:

- 3005-75      From the heads of various departments requesting authorization to make non-civil service appointments:  
  
Oral authorization numbers: 7826-7900  
  
Action: Approve.
- 3006-75      Requests from departments to backdate requisitions and extension:  
  
T-40606          1 2714 Janitor, Bldg. Repair 1-3-75    Public Works  
T-40606 Ext. 2 2714 Janitor, Bldg. Repair 2-1-75    Public Works  
  
Action: Approve as recommended by Committee.

#### RECRUITMENT AND EXAMINATIONS:

- 4205-75      Appeal of staff's elimination of Item #62 following protests of key answer on the promotional examination for Class 3291 Principal Recreation Supervisor.  
  
Action: Adopt Staff Report. Deny appeal.
- 4225-75      Appeals of staff's action on key protests pertaining to the Engineering Series examinations held on January 11, 1975.  
  
Action: Adopt Staff Report. Deny appeals of staff's action on key protests for all items except #66. Allow response 1 as an additional key answer for Item #66. Recommend key be adopted as amended.
- 4132-75      Review of maximum age requirement for Class 8304 Deputy Sheriff.  
  
February 3, 1975: Over to meeting of February 18, 1975.  
  
Action: Adopt Staff Report. Delete the maximum age requirement for Deputy Sheriff.
- 4198-75      Appeal of staff's denial re oral rating for Class 8304 Deputy Sheriff.  
  
Action: Deny Staff Report. Grant minimum passing score of 70% to James K. Lewis in the examination for Class 8304 Deputy Sheriff.





RECRUITMENT AND EXAMINATIONS:

40447-74      Protests on applications for higher Accounting Series examinations.

February 3, 1975: Over to meeting of February 18, 1975.

Action on appeals of staff's denials:

1. Reaffirm policy on accreditation of Colleges and Universities.
2. Appeal of Roberta Canto over to meeting of March 3, 1975.
3. Find Savas Arabaglou qualified to participate in the promotive examination for Class 1658 Chief Accountant.
4. Find Elizabeth Wilson qualified to participate in the entrance examinations for Classes 1652 Senior Accountant and 1654 Principal Accountant.
5. Find Michael McMahon qualified to participate in the entrance examination for Class 1654 Principal Accountant.
6. Find Angelina Tacorda qualified to participate in the examination for Class 1654 Principal Accountant.
7. Find Harry McDonald qualified to participate in the promotive examination for Class 1656 Head Accountant if substantiation of supervisory experience with Nulaid Foods, Inc., is received. Decision of staff to be final.
8. Allow conditional admittance to the entrance examination for Class 1652 Senior Accountant to Juliet Tolentino. Full qualification held in abeyance pending receipt of proof of accreditation of the Philippine College of Commerce from the Credential Evaluation Service. Decision of staff to be final.
9. Deny all appeals of Kenneth Fritze, Ernesto Tolentino, Renato Payumo, Eliezer Valle, Rodolfo De Mesa, Hector DeLeon, Frank Chapman, Tony Fang, Ramon Tancioco, Mariano Lagrisola, and Lourdes Perez.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 18, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

IN-SERVICE ACTIVITIES:

2062-75 Request to increase revolving fund, Civil Service Commission.

- Action:
1. Approve resolution to amend the San Francisco Administrative Code to authorize an increase in the Civil Service Commission revolving fund from \$50 to \$400 and forward to the Board of Supervisors.
  2. Approve request for supplemental appropriation for the \$350 necessary to increase the revolving fund and forward to the Office of the Mayor.

2063-75 Settlement of litigation: Diaz versus City and County of San Francisco.

Action: Approve settlement of \$2,640 attorney's fees and forward to the City Attorney.

RECRUITMENT AND EXAMINATIONS:

4224-75 Special request re Robert Rojas.

Action: Mr. Robert Rojas is to be interviewed and evaluated for Class 2996 Representative, Human Rights Commission, in the specialized areas of Youth and Community. Lists E-1 and E-4, adopted December 31, 1974, are to be amended to include Mr. Robert Rojas' rating in both areas of specialization should he qualify.



*Calendar - Action Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - MARCH 3, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5062-75 John F. Flaherty, 2724 School Custodian 6/E-49, Board of Education -  
2-3-75.

Action: Over to meeting of March 17, 1975.

5063-75 Tom Kelly, 1920 Inventory Clerk, Juvenile Court (Probation Office) -  
2-6-75.

Action: Approve.

5064-75 George Ohlson, 7560 Field Conservation Aide, Port of San Francisco -  
2-14-75.

Action: Approve. Refer to staff to explore the possibilities  
of employment in another classification under the CETA program.

5065-75 Carolyn Wong, 1444 Clerk Stenographer 2/F-13 ~~Public Utilities~~  
Commission (Municipal Railway) - 1-22-75.

Action: Approve.



AUTOMATIC RESIGNATIONS: (continued)

5066-75      Ralph Rogers, 8304 Deputy Sheriff V-34/E-7, Office of the Sheriff - 2-21-75.

Action: Over to meeting of March 17, 1975.

5049-75      Lillian Lester, 1424 Clerk Typist 186/E-181, Department of Social Services - 1-28-75.

February 18, 1975: Over to meeting of March 3, 1975.

Action: Approve withdrawal of resignation. Department to terminate entrance probationary period.

5067-75      William Lindo, 2903 Eligibility Worker 97/E-7, Department of Social Services - 2-4-75.

Action: Over to meeting of March 17, 1975.

5068-75      Fay Pierce, 1424 Clerk Typist, Department of Social Services - 2-4-75.

Action: Approve.

RESIGNATION:

5069-75      James P. Wofford, S-104 Motorman 24/E-110, Public Utilities Commission (Municipal Railway) - 1-21-75.

Action: Over to meeting of March 17, 1975.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5070-75

Clyde Hurd, 2302 Orderly, Board of Education - 2-13-75.

Action: Approve. No future employment with the City and County of San Francisco.

5061-75

Ruth Schreiber, 1424 Clerk Typist, Municipal Court - 1-23-75.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

5071-75

Larry A. Dierking, 1424 Clerk Typist, Police Department - 2-20-75.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future application subject to medical clearance by the Civil Service Commission Examining Physician.

5072-75

Nick Hendrick, 1404 Clerk, Department of Public Health - 2-21-75.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future application subject to medical clearance by the Civil Service Commission Examining Physician.

5073-75

Hubert Mays, 1930 Supply Room Attendant, Department of Public Health (San Francisco General Hospital) - 2-21-75.

Action: Over to meeting of March 17, 1975.

5074-75

Albert S. Cortez, 7560 Field Conservation Aide, Department of Public Works - 1-31-75.

Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5075-75      Benny H. Flores, 7560 Field Conservation Aide, Department of Public Works - 1-31-75.

Action: Approve.

5076-75      E.R. Yeargin, 7560 Field Conservation Aide, Department of Public Works - 1-29-75.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5077-75      Vanord Rutherford, 7560 Field Conservation Aide, Recreation and Park Department - 2-7-75.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5078-75      Donna M. Conlin, 1446 Senior Clerk Stenographer 2/P-61, Board of Education - 2-18-75.

Action: Approve. Reinstate to next lower rank position. Not to be certified again to the Board of Education.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5079-75      Frederick Moynihan, 1404 Clerk 55/E-12, Purchasing Department - 2-10-75.

Action: Return name to list not under waiver. Not to be certified again to the Purchasing Department.



TERMINATIONS OF PROBATION APPOINTMENTS: (entrance) (continued)

5080-75

Richard Milburn, 2714 Janitor V-57/E-58, Recreation and Park Department - 2-7-75.

Action: Approve. Return name to list to serve new probationary appointment.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5081-75

Irene Fields, 3595 School Aide I, Board of Education - 2-10-75.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5082-75

Jeanine Papesh, 2302 Orderly 26/E-304, Department of Public Health (Laguna Honda Hospital) - 2-21-75.

Action: Over to meeting of March 17, 1975.

5083-75

James Blunt, 2903 Eligibility Worker 192/E-7, Department of Social Services - 2-21-75.

Action: Approve. Return name to list not under waiver.



Calendar - Petitions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 3, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of February 18, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

- 0260-74      Survey of one vacant 1424 Clerk Typist position, Public Utilities Commission, Hetch Hetchy Water and Power, Accounting Division.
- Action: Adopt Staff Report.
1. Reclassify one 1424 Clerk Typist position (Sch. 22.3) to 1426 Senior Clerk Typist (Sch. 24.3).
  2. Amend Section 755080 of the Annual Salary Ordinance accordingly.
- 0688-74      Survey of one 1424 Clerk Typist position, San Francisco Fire Department, Administrative Bureau, Accounting Division.
- Action: Adopt Staff Report.
1. Reclassify one 1424 Clerk Typist position (Sch. 22.3) to 1426 Senior Clerk Typist (Sch. 24.3) when it does not adversely affect the permanent incumbent.
  2. Amend Section 145012 of the Annual Salary Ordinance accordingly.
- 0709-74      Classification of one position in the Department of Public Health, Central Office.
- Action: Adopt Staff Report.
1. Adopt new Class 2783 Building Manager (Sal. Sch. 25.5, J, \$313-381).
  2. Allocate one newly budgeted position in this classification.
  3. Amend Annual Salary Ordinance Section 513010 to reflect this action.
- 0775-74      Survey of one vacant 1640 Senior Accounting Machine Operator position, Water Department, Commercial Division.
- Action: Adopt Staff Report.
1. Reallocate one vacant 1640 Sr. Accounting Machine Operator (Sch. 27.8) to 1222 Sr. Payroll and Personnel Clerk (Sch. 26.8).
  2. Amend the Annual Salary Ordinance accordingly:
    - a. Abolish 1 - 1640 Sr. Accounting Machine Operator position in Section 745010F.
    - b. Add 1 - 1222 Sr. Payroll and Personnel Clerk position in Section 745010I.





CLASSIFICATION AND PAY: (Continued)

- 0829-74 Request of the Director, Human Rights Commission, for a survey of two positions in Classes 1424 Clerk Typist and 1444 Clerk Stenographer.
- Action: Adopt Staff Report. Reallocate one vacant position currently in Class 1444 Clerk Stenographer (Sch. 23.3) to 1424 Clerk Typist (Sch. 22.3) and one position in Class 1424 Clerk Typist (Sch. 22.3) to 1426 Sr. Clerk Typist (Sch. 24.3) when possible to do so without adverse effect to the incumbent; amend Annual Salary Ordinance Section 147010 accordingly.
- 0900-74 Classification of positions in the San Francisco Airport Noise Abatement Program.
- Action: Over to meeting of March 17, 1975.
- 0117-75 Request for reconsideration of staff's denial of appointment above the entrance rate for Ricardo Hofer, 2574 Clinical Psychologist.
- February 18, 1975: Over to meeting of March 3, 1975.
- Action: Approve request for appointment of Ricardo Hofer at third salary step in accordance with the provisions of Section VIIA(4) of the Salary Standardization Ordinance.
- 0151-75 Amendment of Annual Salary Ordinance Section 179010 by the addition of one 0697 Clerk Typist position, Superior Court.
- Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 179010 by the addition of one 0697 Clerk Typist position (\$636 month).
- 0152-75 State certification requirement of operators in water treatment facilities.
- Action: Adopt Staff Report. Amend specifications for classes.
- 7334 Stationary Engineer  
7335 Senior Stationary Engineer  
7205 Chief Stationary Engineer
- to reflect appropriate grade of operator certificate required in water treatment facilities as prescribed by the California Health and Safety Code.
- 0156-75 Impartiality of Civil Service class titles.
- Action: Adopt Staff Report. Refer to staff; all interested parties to be consulted.
- 0162-75 Proposed Personal Services Contract submitted by Recreation and Park Department.
- Action: Reviewed as to class - forward to the Purchaser of Supplies. No extension or renewal to be allowed beyond a six-month period. (Vote of 2 to 1. Commissioner Tarantino dissents.)

Classification and Pay item continued on Page 4.  
IN-SERVICE ACTIVITIES:

- 2026-75 Appeal of denial of request for educational leave.
- February 18, 1975: Over to meeting of March 3, 1975.
- Action: Adopt Staff Report. Deny appeal of Helen Steinlauf, 8214 Parking Controlman, Police Department.



MISCELLANEOUS:

3009-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 7901-7925, 7951-8050

Action: Approve.

3010-75 Requests from departments to backdate requisitions and extensions:

T-40202	Ext. 1453	Legal Stenographer	10-31-74	District Attorney
T-40203	Ext. 1458	" "	12-31-74	" "
T-41415	2903	Eligibility Worker	1-22-75	Social Services
T-41408	1426	Sr. Clerk Typist	2-3-75	" "

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40447-74 Protests on applications for higher Accounting Series examinations.

February 3, 1975: Over to meeting of February 18, 1975.

February 13, 1975: Appeal of Roberta Canto over to meeting of March 3, 1975.

Action: Adopt Staff Report. Deny protest of Roberta Canto on 1652 Senior Accountant (Promotive) and 1654 Principal Accountant (Entrance). Allow in Class 1652 Senior Accountant (Entrance) if applicant desires.

4219-75 Appeals of staff's denial of protests of the Qualification Appraisal Interview ratings for the promotional examination for Class 2322 Head Nurse.

Action: 1. Allow appeals of Bernardine Washburn and Mabel Ballard. Grant minimum passing score of 70% in examination for 2322 Head Nurse.  
2. Deny appeal of Elisabet Grundel.

4260-75 Protest regarding eligibility of Kirby Alexander, tentative eligible in examination for 9211 Airport Police Sergeant.

Action: Off Calendar.

4261-75 Protest regarding eligibility of Andre F. Pehargou, tentative eligible in examination for 9215 Airport Police Lieutenant.

Action: Off Calendar.

4262-75 Protest regarding eligibility of Philip A. Meginness, tentative eligible in examination for 9215 Airport Police Lieutenant.

Action: Adopt Staff Report. Deny protest.

4263-75 Protest regarding eligibility of Robert M. Bomben, tentative eligible in examination for 9215 Airport Police Lieutenant.

Action: Adopt Staff Report. Deny protest.

4264-75 Protest scoring of written test for Class 9215 Airport Police Lieutenant.

Action: Adopt Staff Report. Deny protest of Theodore J. Bauer.

4273-75 Protest re eligibility of Frank O'Malley, tentative eligible in examinations for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

Action: Adopt Staff Report. Deny protest.



RECRUITMENT AND EXAMINATIONS: (continued)

4146-75 Protest of eligibility of George R. O'Donoghue, tentative eligible in examinations for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

Action: Adopt Staff Report as amended. Place under waiver of appointment in both classes for six months. Waiver not to be withdrawn until reviewed by Civil Service Commission. Protestants to be informed of date of any new hearing.

4274-75 Request re amendment of Eligible List E-2, Class 2425 Radiological Technologist I.

Action: Over to meeting of March 17, 1975.

4277-75 Special Report re Homer Easley.

Action: Over to meeting of March 17, 1975.

CLASSIFICATION AND PAY:

0402-74 Reorganization of the Bureau of Building Inspection, Department of Public Works.

Action: Over to Special Meeting of March 13, 1975.



1975 Special

present: Commissioner Costello = CIVIL SERVICE COMMISSION OF SAN FRANCISCO  
Commissioner Chow SPECIAL MEETING - MARCH 13, 1975  
Commissioner Tarantino DEPARTMENT OF PUBLIC HEALTH AUDITORIUM  
10:00 A.M.

Commissioner Costello presided.

DOCUMENTS

MAR 24 1975

Item  
Number

SAN FRANCISCO  
PUBLIC LIBRARY

CLASSIFICATION AND PAY:

0180-75 Submission of proposed schedules of compensation effective July 1, 1975, for groups and crafts having collective bargaining agreements under Section 8.403 of the Charter.

Action: Adopt Staff Report; submit to Board of Supervisors prior to April 1, 1975, with any additional agreements received which meet the test of Charter Section 8.403. (Vote of 2 to 0. Commissioner Costello abstaining.)

0181-75 Classification of five new positions in the Department of Public Health approved in connection with the Prisoner Medical Program, a supplemental appropriation.

Action: Adopt Staff Report.

1. Classify new positions as follows:
  - 1 - 2232 Sr. Physician Specialist (Sch. 48.5)
  - 1 - 2250 Director of Clinical Services (Sch. 50.5)
  - 2 - 2322 Head Nurse (Sch. 35.8A)
  - 1 - 2450 Pharmacist (Sch. 37)
2. Amend Annual Salary Ordinance Section 513010 accordingly.

0402-74 Reorganization of the Bureau of Building Inspection, Department of Public Works.

March 3, 1975: Over to Special Meeting of March 13, 1975.

Action: Adopt Staff Report.

- a. Retitle and amend specifications for the following classifications.
  - (1) 5184 Building Inspection Superintendent to 5184 Superintendent of Building Inspection and Property Conservation; grant status to present incumbent, Alfred Goldberg.
  - (2) 5183 Building Inspection Assistant Superintendent to 5183 Deputy Superintendent, Building Inspection; grant status to present incumbent, William A. Kastius.
  - (3) 5286 Chief, Property Conservation Division to 5286 Administrator, Property Conservation; grant status to present incumbent, Bernard Cummings.
- b. Create the following new classifications.
  - (1) 5217 Building Code Analyst
  - (2) 5178 Assistant Superintendent, Property Conservation
  - (3) 5179 Assistant Superintendent, Building Inspection Administration.
- c. Allocate five positions in the following classifications:
  - (1) 1 - 1864 Senior Systems and Procedures Analyst
  - (2) 2 - 1426 Senior Clerk Typist
  - (3) 2 - 1446 Senior Clerk Stenographer
- d. Abolish the following positions:
  - (1) 2 - 1424 Clerk Typist
  - (2) 2 - 6270 Residential Environment Inspector
  - (3) 1 - 6272 Senior Residential Environment Inspector
  - (4) 1 - 6331 Building Inspector
  - (5) 1 - 6333 Senior Building Inspector
- e. Amend Section 415010 of the Annual Salary Ordinance accordingly.
- f. See report for salary relationships of new and retitled classes.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - MARCH 17, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino  
  
Commissioner Costello presided.

DOCUMENTS

MAR 24 1975

SAN FRANCISCO  
PUBLIC LIBRARY

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5062-75      John Flaherty, 2724 School Custodian 6/E-49, Board of Education -  
2-3-75.
- March 3, 1975: Over to meeting of March 17, 1975.
- Action: Disapprove. Return to position as 2724 School Custodian,  
Board of Education. One more chance to establish a satisfactory  
work record.
- 5087-75      Quincy Simms, 1720 Key punch Operator 60/E-80, Office of the  
Controller - 3-3-75.
- Action: Approve withdrawal of resignation. Department to  
terminate temporary appointment.
- 5088-75      Danny Clark, 2736 Porter, Department of Public Health - 2-19-75.
- Action: Approve.
- 5066-75      Ralph Rogers, 8304 Deputy Sheriff V-34/E-7, Office of the Sheriff -  
2-21-75.
- March 3, 1975: Over to meeting of March 17, 1975.
- Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.



AUTOMATIC RESIGNATIONS: (continued)

5067-75 William Lindo, 2903 Eligibility Worker 97/E-7, Department of Social Services - 2-4-75.

Action: Approve withdrawal of resignation. Department to terminate temporary appointment.

RESIGNATIONS:

5088-75 Karen Williams, 9122 Transit Information Clerk 16/E-3, Public Utilities Commission (Municipal Railway) - 2-10-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5069-75 James P. Wofford, S-104 Motorman 24/E-110, Public Utilities Commission (Municipal Railway) - 1-21-75.

Action: Approve. Not to be certified again to the Municipal Railway.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5089-75 Linda R. Gibson, 1443 Stenographic Aide, Board of Supervisors - 3-4-75.

Action: Approve. Refer to Employment Counseling for other employment.

5090-75 Spencer Tippins, 7441 Toolroom Mechanic and Custodian, San Francisco Community College District - 3-6-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5091-75 Lawrence Bushnell, 2302 Orderly, Department of Public Health (Laguna Honda Hospital) - 3-14-75.

Action: Approve.

5073-75 Hubert Mays, 1930 Supply Room Attendant, Department of Public Health (San Francisco General Hospital) - 2-21-75.

March 3, 1975: Over to meeting of March 17, 1975.

Action: Approve. Return to permanent position.

5092-75 Gentry Tillman, 2302 Orderly, Department of Public Health (Laguna Honda Hospital) - 2-28-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5093-75 Lee R. Carroll, 7560 Field Conservation Aide, Department of Public Works - 2-7-75.

Action: Approve.

5094-75 Nelson Earls, 7560 Field Conservation Aide, Department of Public Works - 2-18-75.

Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5095-75      Melvin C. French, 7560 Field Conservation Aide, Department of Public Works - 2-14-75.

Action: Off Calendar. Refer the matter to the Manpower Office.

5096-75      Richard Alley, 2714 Janitor, Recreation and Park Department - 3-5-75.

Action: Approve. Refer to Manpower Office to explore the possibilities of other employment.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5086-75      Claudia Brown, 1424 Clerk Typist 6/P-31, Board of Education - 2-26-75.

Action: Disapprove. Return to position with the Board of Education.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5097-75      Maria Peterson, 2302 Orderly 69/E-301, Board of Education - 2-14-75.

Action: Return name to eligible list not under waiver. Not to be certified again to the Board of Education.

5098-75      Olivia D. Strambler, 1424 Clerk Typist 36/E-181, Police Department - 3-5-75.

Action: Return name to eligible list not under waiver. Not to be certified again to the San Francisco Police Department.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5099-75

Gregory F. Combes, S-102 Conductor 168/E-111, Public Utilities Commission (Municipal Railway) - 2-26-75.

Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by Civil Service Commission Examining Physician.

5100-75

Jesus R. DeJesus, S-102 Conductor 263/E-111, Public Utilities Commission (Municipal Railway) - 1-31-75.

Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by Civil Service Commission Examining Physician.

5027-75

Benny A. Gage, Sr., 7454 Signalman 6/E-1, Public Utilities Commission (Municipal Railway) - 9-19-74.

Action: Return name to eligible list not under waiver.

5084-75

Johnny Velasquez, 8304 Deputy Sheriff V-24/E-6, Office of the Sheriff - 2-28-75.

Action: Over to meeting of May 5, 1975.

5101-75

Lillian Lester, 1424 Clerk Typist 186/E-181, Department of Social Services - 1-28-75.

Action: Return name to eligible list not under waiver.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5082-75

Jeanine Papesh, 2302 Orderly 26/E-304, Department of Public Health (Laguna Honda Hospital) - 2-21-75.

March 3, 1975: Over to meeting of March 17, 1975.

Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by Civil Service Commission Examining Physician.

5102-75

Thomas F. Spillane, 2142 Assistant Administrator, San Francisco General Hospital 5/P-1, Department of Public Health (San Francisco General Hospital) - 3-15-75.

Action: Return name to eligible list not under waiver.



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1/7/75

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 17, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino

Commissioner Costello presided.

DOCUMENTS

MAR 24 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

MINUTES:

Regular meeting of March 3, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

0790-74 Classification of 24 new positions in the Department of Social Services, Food Stamp Program, a supplemental appropriation.

Action: Adopt Staff Report.

1. Allocate 24 new positions in the Department of Social Services as follows:

- 2 - 1424 Clerk Typist
- 2 - 1426 Senior Clerk Typist
- 18 - 2903 Eligibility Worker
- 2 - 2907 Eligibility Worker Supervisor

2. Amend Annual Salary Ordinance Section 169010C to reflect these additional positions.

0900-74 Classification of positions in the San Francisco Airport Noise Abatement Program.

March 3, 1975: Over to meeting of March 17, 1975.

Action: Adopt Staff Report.

- 1(a) Create new classification 5285 Airport Noise Abatement Officer at \$21,144 J,Z annually (budgetary rate);  
(b) Establish direct relationship between this class and 5284 Environmental Review Officer in the next salary standardization survey;  
(c) Approve draft specification attached;  
(d) Allocate one new position
2. Allocate one 7318 Electrical Maintenance Technician position to the Airport; advise the Director of Airports to secure additional funds to support this position.
3. Allocate one 1446 Sr. Clerk Stenographer position to the Airport.
4. Amend Salary Ordinance Sections 725010C and 725030 accordingly.

0016-75 Survey of one new position (1973-74), All6 Utilization Review Coordinator, Department of Public Health, San Francisco General Hospital.

Action: Over to meeting of April 7, 1975

0061-75 Survey of one vacant position in Class 2305 Psychiatric Technician, Department of Public Health, Community Mental Health Services.

Action: Adopt Staff Report.

1. Reallocate one vacant position in Class 2305 Psychiatric Technician (Sch. 26.8) to Class 1426 Senior Clerk Typist (Sch. 24.3).
2. Amend Section 567016 of the Annual Salary Ordinance accordingly.



CLASSIFICATION AND PAY: (continued)

- 0197-75 Requests for additional compensation for use of bilingual skills in accordance with the provisions of Section IV(E) of the Salary Standardization Ordinance.

Action: Adopt Staff Report. Approve 13 new requests for additional compensation for use of bilingual skills effective March 17, 1975; deny one new request effective March 17, 1975:  
Approve: Office of Mayor, Manpower - E. A. Dominguez, K. A. Lee, and M.M. Segrove; Public Health - A. N. Alcalen, M. Alvarenga, D. Floersch, J. Gonzales\*, E. Hernandez, M. Perez, S. Tobias; Social Services - E. G. Caceres, E. E. Colon; Human Rights Commission - A. M. Suafai. Deny: Public Health - D. Fong. \* Bilingual premium for J. Gonzales approved only while she is assigned to 761 South Van Ness Avenue facility.

- 0182-75 Request of the Department of Public Health, Community Mental Health Services, for authorization to enter into a Personal Services Contract with McCoy's Patrol Service.

Action: Reviewed as to classification; forward to Purchaser of Supplies.

- 0201-75 Administrative Provisions of the Annual Salary Ordinance for the fiscal year 1975-76.

Action: Over to meeting of April 7, 1975

MISCELLANEOUS:

- 3012-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8051-8125

Action: Approve.

- 3013-75 Requests from departments to backdate requisitions and extensions:

T-40177	1840 Jr. Mgmt. Asst.	2-10-75	Art Commission
T-40075	1650 Accountant	1-1-75	Controller
T-40196	2718 Janitor Foreman	2-6-75	Public Library
T-30536 Ext.	8202 Watchman	11-27-74	Public Works
T-40404 Ext.	7342 Locksmith	1-25-75	" "
T-40607 Ext.	7372 Stationary Engineer	1-11-75	" "
T-40104	2760 Laundry Worker	1-29-75	Sheriff
P-4896	1426 Sr. Clerk Typist	2-5-75	Social Services

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 4274-75 Request re amendment of Eligible List E-2, Class 2425 Radiological Technologist I.

March 3, 1975: Over to meeting of March 17, 1975.

Action: Adopt Staff Report. Amend eligible list E-2 Class 2425 to include Mr. Billy Cramblet with the rank of 13.5.

- 4319-75 Eligibility of Thomas E. Bourdonnay - 163/E-14 1404 Clerk and 103/E-15 1404 Clerk (Public Health only).

Action: Adopt Staff Report. Deny eligibility.





RECRUITMENT AND EXAMINATIONS: (continued)

- 4320-75      Eligibility of Colleen Williams - 192/E14 1404 Clerk and 115/E-15  
1404 Clerk (Public Health only)  
  
Action: Adopt Staff Report. Approve eligibility.
- 4321-74      Eligibility of Edward J. Wheeler - 291/E-14 1404 Clerk.  
  
Action: Adopt Staff Report. Find eligible for positions not  
requiring the handling of money or narcotics.
- 4329-74      Appeals of staff's denial re protests on Examination Key for Muni  
Promotional Classes 9160, 9144, 9130, 9150, 9162, 9170, 9179 and 9180.  
  
Action: Amend Staff Report as follows:  
1. Allow appeals re questions #19 (allow answers 2 & 4); #32 (retain  
item with original key answer only); and #53 (allow original key  
answer only).  
2. Deny all other appeals.  
3. Adopt key as amended.
- 4277-75      Special Report re Homer Easley.  
  
March 3, 1975: Over to meeting of March 17, 1975.  
  
Action: Return to position with probation served.
- 4315-75      Special Report re Seth L. Hicks - VI/E-14 1404 Clerk (Tentative List).  
Action: Adopt Staff Report. Cancel all current examination & eligibility  
status. No future examinations without approval of General  
Manager, Personnel.
- 4316-75      Special Report re Raymond Whitt.  
  
Action: Adopt Staff Report. Find Raymond Whitt qualified as to  
experience and residency.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 17, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

CLASSIFICATION AND PAY:

0210-75      Classification of 34 positions approved for the Aid To Families With Dependent Children Program, Department of Social Services.

Action: Adopt Staff Report.

1. Classify new positions as follows:

<u>No. of</u> <u>Positions</u>	<u>Class</u>	<u>Salary</u> <u>Schedule</u>
3	1424 Clerk Typist	22.3
6	1426 Senior Clerk Typist	24.3
1	1444 Clerk Stenographer	23.3
17	2903 Eligibility Worker	25.3
6	2907 Eligibility Worker Supervisor	30.3
1	2946 Sr. Eligibility Worker Supervisor	35

2. Amend Annual Salary Ordinance Section 169010A to reflect these actions.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MARCH 24, 1975

ROOM 3, FIRST FLOOR, CITY HALL

10:00 A.M.

DOCUMENTS

APR 1 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

CLASSIFICATION AND PAY:

0223-75      Review of Personal Services Contracts, Department of  
Public Health.

Action: Personal Services Contracts reviewed as to  
classification; forward seven contracts to Purchaser  
of Supplies. Refer one contract for Ms. Ina Bryce  
back to department.

Adopt Staff Report.



**CIVIL SERVICE COMMISSION OF SAN FRANCISCO**

**SPECIAL MEETING - MARCH 31, 1975** - 4

**2:00 P.M.**

**Present:**

Commissioner Costello  
Commissioner Chow

**Excused:**

Commissioner Tarantino  
Commissioner Costello presided.

DOCUMENTS

APR 10 1975

SAN FRANCISCO  
PUBLIC LIBRARY

**Item  
Number**

**MINUTES:**

Regular meeting of March 17, 1975:

Action: Approve.

**CLASSIFICATION AND PAY:**

0050-75 Classification of one new position (Budget 1974-75) S.F. Unified School District, Mission Education Center.

Action: Adopt Staff Report.

1. Classify subject position to Class 1424 Clerk Typist.
2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.

**Addendum  
0180-75**

Submission of proposed schedules of compensation effective July 1, 1975, for groups and crafts having collective bargaining agreements under Section 3.403 of the Charter.

No action required; Staff Report informational only indicating that no additional contracts had been received subsequent to the action of the Commission at its Special Meeting of March 13, 1975.

0198-75 Request of the Purchaser of Supplies for an amendment to the Annual Salary Ordinance in order to reflect the establishment of one 1952 Purchaser position funded by I.D. Work Order from Community College District.

Action: Adopt Staff Report. Amend the Annual Salary Ordinance Section 311080 Purchasing, Interdepartmental Salaries, to reflect the establishment of one 1952 Purchaser position.

0200-75 Request to reclassify one vacant position in Class 9305 Senior Stenographer, Port.

Action: Adopt Staff Report.

1. Reclassify one position in Class 9305 Senior Stenographer, Port (Sch. 23.3) to 1444 Clerk Stenographer (Sch. 23.3).
2. Abolish Class 9305 Senior Stenographer, Port.
3. Amend the Annual Salary Ordinance Section 775010A accordingly.

0228-75 Classification of two new positions, Department of Public Works, Bureau of Building Inspection.

Action: Adopt Staff Report.

1. Classify two new positions in Class 6242 Plumbing Inspector (Sch. 42.5), Department of Public Works, Bureau of Building Inspection.
2. Amend Annual Salary Ordinance Section 415010 accordingly.

0231-75 Request of the Department of Public Health for the suspension of overtime provisions of the Annual Salary Ordinance as provided in Section 1.3 of the Ordinance.

Action: Adopt Staff Report. Approve request for the suspension of overtime provisions for the incumbent in Class 2661 Food Service Administrator for the balance of the fiscal year.





IN-SERVICE ACTIVITIES:

2143-75      Requests for approval to serve on San Francisco's Commission on the Status of Women.

Action: Approve requests.

**MISCELLANEOUS:**

3014-75      From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8126-8225

Action: Approve.

3015-75 Request from S.F. Community College District to backdate extension of requisition:

T-40078 Ext. 7441 Toolroom Mechanic and Custodian  
S.F. Skills Center 1-8-75

Action: Approve as recommended by Committee.

### RECRUITMENT AND EXAMINATIONS:

4357-75 Appeal of staff's action on key protests pertaining to the Engineering Associate I series examinations held on February 15, 1975.

Action: 1. Deny appeals on test items 72 and 74 of Part I, Class 5346 Mechanical Engineering Associate I examination.  
2. Reinstate item 23 with answer 4 as the correct response.  
3. Delete item 75.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Present:

Commissioner Costello  
Commissioner Chow

DEPARTMENT OF PUBLIC HEALTH

101 GROVE STREET

Excused:

Commissioner Tarantino

ROOM 300, THIRD FLOOR

Commissioner Costello  
presided.

SPECIAL MEETING - MARCH 31, 1975 - B

2:00 P.M.

DOCUMENTS

APR 1 1975

SAN FRANCISCO  
PUBLIC LIBRARY

SEPARATIONS FROM SERVICE:

RESIGNATIONS:

5106-75 Linda A. Abella, 1424 Clerk Typist 409/E-174, Police Department - 3-5-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.

5109-75 Joyce A. Webb, 1424 Clerk Typist, Police Department - 2-24-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.

5110-75 Thelma J. Lester, 2506 Central Supply Room Aide, Department of Public Health (San Francisco General Hospital) - 2-18-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5107-75 Van Cleef Brokaw, 1444 Clerk Stenographer 2/E-185, Department of Social Services - 2-20-75.

Action: Over to meeting of May 5, 1975.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5111-75 Robert Charbonneau, 1402 Junior Clerk, San Francisco Public Library - 3-3-75.

Action: Over to meeting of April 7, 1975.

5112-75 Jitendra J. Patel, 5250 Junior Mechanical Engineer, Department of Public Works - 2-27-75.

Action: Approve. Return name to list under waiver of appointment.

5113-75 Robert L. Powell, 7560 Field Conservation Aide, Department of Public Works - 2-27-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5104-75 Rudolph Williams, 2716 Janitor Sub-Foreman 35/P-5, Airports Commission - 3-1-75.

Action: Over to meeting of April 7, 1975.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5114-75 Nathaniel Lewis, Jr., 9210 Airport Policeman 17/E-10, Airports Commission - 3-17-75.

Action: Approve. Cancel all current examination and eligibility status. No further examinations in the security series.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5115-75

Valerie Adams, 11446 Senior Clerk Stenographer 6/E-86, Board of Education - 3-14-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5116-75

Dinah Gordon, 330 Deputy Clerk 53/E-15, Municipal Court - 3-13-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5117-75

Jackie Hubbard, 2736 Porter 134/E-49, Department of Public Health (Laguna Honda Hospital) - 3-21-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.





5  
1975  
Civil

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - APRIL 7, 1975

2:00 P.M.

DOCUMENTS

APR 16 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5111-75 Robert Charbonneau, 1402 Junior Clerk, San Francisco Public Library -  
3-3-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5118-75 Raymond Cheng, 1404 Clerk, Police Department - 3-20-75.

Action: Approve. Refer to Manpower Office to explore the possibilities of employment in another position. Not to be certified again to the San Francisco Police Department.

5119-75 Jerry L. Clark, 8204 Institutional Security Officer, Department of Public Health (San Francisco General Hospital) - 4-11-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to positions in a security classification.

5120-75 Alfred Hunkin, 8207 Building and Grounds Patrolman, Office of the Sheriff - 3-21-75.

Action: Over to meeting of May 5, 1975.



AUTOMATIC RESIGNATIONS:

5121-75 Donald Goodwin, 2724 School Custodian 10/E-44, Board of Education - 3-27-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Board of Education.

5122-75 Johnnie B. Maddox, 2724 School Custodian V-8/E-47, Board of Education - 3-12-75.

Action: Authorize withdrawal of resignation. Return to position. One more chance to establish a satisfactory work record.

5123-75 Paul Young, 9910 Public Service Trainee, Civil Service Commission (Youth Training Program) - 2-25-75.

Action: Approve.

5124-75 Daniel Turner, 2736 Porter, Department of Public Health - 3-20-75.

Action: Approve.

5125-75 Annette G. Eastman, 2942 Senior Child Welfare Worker 8/E-1, Department of Social Services - 3-24-75.

Action: Approve.



RESIGNATION:

5126-75 Virginia Spruel, 2770 Senior Laundry Worker 2/E-1, Department of Public Health (San Francisco General Hospital) - 4-6-75.

Action: Off Calendar.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5104-75 Rudolph Williams, 2716 Janitor Sub-Foreman 35/P-5, Airports Commission - 3-1-75.

March 31, 1975: Over to meeting of April 7, 1975.

Action: Over to meeting of May 5, 1975. If transfer as 2714 Janitor can be implemented prior to this meeting, staff is authorized to place this matter off Calendar.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5127-75 John Wall, 1736 EDP Computer Operator V-4/E-4, Office of the Controller - 3-22-75.

Action: Over to meeting of May 5, 1975.

5128-75 Felix I. Ilejay, 1424 Clerk Typist 337/E-181, Purchasing Department - 3-21-75.

Action: Approve.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5129-75 Romeo Villanueva, 3598 School Aide III 101/E-2, Board of Education - 3-11-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5130-75 Charles V. Graston, 1424 Clerk Typist 32/E-185, Police Department - 3-26-75.

Action: Approve. No future employment in a position in the security series of classification.

5067-75 William Lindo, 2903 Eligibility Worker 97/E-7, Department of Social Services - 2-4-75.

Action: Approve. Return name to eligible list not under waiver.

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REQUEST FOR RECONSIDERATION: (Termination of Probationary Appointment)

5043-75 Lucy T. Patterson, 1424 Clerk Typist 17/E-2, Department of Public Health - 1-31-75.

Action: 1. Rescind action of February 3, 1975.  
2. Return name to list not under waiver.  
3. Not to be certified again to the Bureau of Alcoholism, Department of Public Health.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 7, 1975

4:00 P.M.

DOCUMENTS

APR 16 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Special meeting of March 31, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

- 0016-75 Survey of one new position (1973-74 budget), All6 Utilization Review Coordinator, Department of Public Health, S.F. General Hospital.
- March 17, 1975: Over to meeting of April 7, 1975.
- Action: Adopt Staff Report.
1. Allocate one new position identified in 1973-74 budget as All6 Utilization Review Coordinator (\$462B561; approx. Sch. 32.4) to Class 2322 Head Nurse (Sal. Sch. 35.8 \$541B652).
  2. Amend class specification of 2322 Head Nurse.
  3. Amend Sections 557010 and 557012 of the Annual Salary Ordinance accordingly.
- 0164-75 Request to survey one vacant position in Class 5128 Waste Water Pumping Stations Superintendent, Department of Public Works, Bureau of Water Pollution Control.
- Action: Adopt Staff Report.
1. Reclassify one vacant position in Class 5128 Waste Water Pumping Stations Superintendent (Sch. 38) to Class 7252 Chief Stationary Engineer, Sewage Plant (\$10.4775 H).
  2. Abolish Class 5128 Waste Water Pumping Stations Superintendent (Sch. 38).
  3. Amend Annual Salary Ordinance Section 425010 and 425030 to reflect this action.
- 0199-75 Review of Personal Services Contracts between the Airport Commission and Young Patrol Service.
- Action: Contract reviewed. Implementation of contract subject to approval of General Manager, Personnel. If approved, forward to Purchaser of Supplies with recommendation that contract be terminated when eligibles are available for certification to vacancies in Class 9210 Airport Policeman.
- 0201-75 Administrative Provisions of the Annual Salary Ordinance for the fiscal year 1975-76.
- March 17, 1975: Over to meeting of April 7, 1975.
- Action: Adopt Staff Report and forward to Board of Supervisors.



**CLASSIFICATION AND PAY: (continued)**

**0230-75      State certification requirement of operators in waste water treatment plants.**

Action: Adopt Staff Report. Amend specifications for the following classes per drafts to reflect appropriate grade or operator certificate required in waste water treatment plants as prescribed by the California Administrative Code:

7372 Stationary Engineer, Sewage Plant  
7373 Senior Stationary Engineer, Sewage Plant  
7252 Chief Stationary Engineer, Sewage Plant

**0242-75      Classification of six new positions in the Office of the District Attorney, a Supplemental Appropriation.**

Action: Adopt Staff Report.

1. Classify six positions as follows:

2 - 8180 Principal Attorney (Sal. Sch. 47)  
1 - 8147 Sr. Investigator, District Attorney's Office (Sal. Sch. 34)  
1 - 1652 Sr. Accountant (Sal. Sch. 32.5)  
2 - 1446 Sr. Clerk Stenographer (Sal. Sch. 24.8)

2. Amend Annual Salary Ordinance Section 141010 accordingly.  
(Additional Classification & Pay items on Page 4)

**IN-SERVICE ACTIVITIES:**

**2159-75      Special Report re eligibility of Mr. Eugene Clements.**

Action: Over to meeting of May 5, 1975.

**2112-75      Appeal of medical rejection of Milton V. Carter, Class 2425 Radiologic Technologist I.**

Action: Adopt Staff Report. Sustain medical rejection.

**2163-75      Appeal of medical rejection of James J. Quinn, 7381 Automotive Mechanic.**

Action: Refer to medical appeals specialist at own expense.

(Additional In-Service item on Page 4)

**MISCELLANEOUS:**

**3016-75      From the heads of various departments requesting authorization to make non-civil service appointments:**

Oral authorization numbers: 8226-8232; 8251-8300.

Action: Approve.

**3017-75      Request from Model Cities to backdate the following requisitions:**

T-40072	9458 Program Spec. Trainee	3-31-75
T-40073	9428 Evaluation Specialist	3-31-75
T-40074	9402 Program Specialist I	3-31-75

Action: Approve as recommended by Committee.



**RECRUITMENT AND EXAMINATIONS:**

- 4146-75      **Request for reconsideration of Civil Service Commission action of March 3, 1975, re eligibility of George R. O'Donoghue, tentative eligible in the examinations for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.**
- Action: Sustain action of March 3, 1975.
- 4210-75      **Appeal of staff's denial of protest of rejection of application for 2832 Supervising Public Health Nurse.**
- Action: Adopt Staff Report. Deny appeal of Lillian Schatzki.
- 4310-75      **Appeal of staff's denial of protests of terms of the examination announcement for 8330 Director, Boys' Ranch School and 8326 Assistant Director, Boys' Ranch School.**
- Action: Deny Staff Report. Find Dennis Sweeney and James Licavoli qualified to participate in the examinations for Classes 8330 and 8326.
- 4360-75      **Appeal of staff's denial of protest of terms of the examination announcement for 8415 Senior Supervising Probation Officer.**
- Action: Adopt Staff Report. Deny appeal of Nadia Stafford. Hold oral examination only and retain Sr. Probation Officer in the next lower ranks.
- 4377-75      **Appeal of staff's denial of protest of terms of the examination announcement for 6122 Senior Environmental Health Inspector.**
- Action: Deny Staff Report. Allow applicants with one-year qualifying experience and a Master's degree in the public health field to participate. Such applicants, if successful, are not to be offered appointment until they possess the required two-year experience.
- 4378-75      **Appeal of staff's denial of request to include 6120 Environmental Health Inspector as a next lower rank on the examination announcement for 6124 Principal Environmental Health Inspector.**
- Action: Adopt Staff Report. As there are sufficient number of qualified applicants in the most direct next lower rank, deny request for eligibility for a two-level promotion of Gregory Carmichael and Arthur Chen.
- 4390-75      **Appeal of staff's denial of protests of terms of the promotive announcement for 9212 Airfield Safety Officer.**
- Action: Adopt Staff Report. Deny appeals of James Coleman and William Angelopoulos.
- 4409-75      **Appeal of staff's denial of oral rating for Class 1487 Financial Aids Assistant.**
- Action: Deny Staff Report. Grant minimum passing score of 70% to Anne T. Dowd.
- 4415-75      **Appeal of staff's denial of protest of promotive announcement for Class 1874 Senior Programmer Analyst.**
- Action: Deny Staff Report. Find James Nerney conditionally qualified to participate in the examination for 1874 Sr. Programmer Analyst. Full qualification subject to verification of experience by staff.
- 4416-75      **Appeal of staff's denial of protests on the athletic examination for entrance Class 8320 Counselor, Juvenile Hall.**
- Action: Allow appeal of Terry Twing. Find Mr. Twing and other specified participants qualified in Athletic Examination for 8320 Counselor, Juvenile Hall.
- 4437-75      **Appeal of staff's denial of oral rating for Class 1656 Head Accountant.**
- Action: Adopt Staff Report. Deny appeal of Jimmy L. Kum.
- 4386-75      **Appeal of staff's denial of oral rating for Class 1656 Head Accountant, Promotional.**
- Action: Deny Staff Report. Grant minimum passing score of 70% to Patrick Corkery.
- 4402-75      **Appeal of staff's denial of oral rating for Class 1656 Head Accountant, Promotional.**
- Action: Deny Staff Report. Grant minimum passing score of 70% to Harry McDonald.





RECRUITMENT AND EXAMINATIONS:

- 4389-75      Appeal of staff's denial of oral rating for Class 1658 Chief Accountant, Promotional.
- Action: Allow Mr. Robert Mast six additional credits for education and adopt eligible list for Class 1658 Chief Accountant as amended.
- 4426-75      Appeal of staff's denial of protests on the examinations for Classes 1652 Senior Accountant and 1654 Principal Accountant.
- Action: 1. 1652 Senior Accountant:  
                     Deny protests on questions 3, 4, and 10.
2. 1654 Principal Accountant:  
                     (A) Deny protests on items 2, 13, 14, 19, 27, 29, 33, 35, and 36.  
                     (B) Allow responses 2 and 4 to question 16.  
                     (C) Allow responses 1 and 2 to question 32.  
                     (D) Delete question 30.
- 4417-75      Appeal of staff's denial of protests of oral ratings for 2908 Hospital Eligibility Worker examination.
- Action: Adopt Staff Report. Deny appeals.
- 4357-75      Appeal of staff's action on key protests pertaining to the Engineering Associate I series examinations.
- Action: Off Calendar.
- 4414-75      Appeal of staff's action on key protests re Classes 1220 Payroll Clerk and 1222 Senior Payroll Clerk.
- Action: Off Calendar.

CLASSIFICATION AND PAY: (continued)

- 0348-74      Reclassification of a 1650 Accountant position in the Office of the Chief Administrative Officer.
- Action: Adopt Staff Report.
1. Adopt new Class 1827 Assistant Management Analyst (Sal. Sch. 35.4 Z \$531-641).
2. Reallocate one vacant position in Class 1650 Accountant to the above new class.
3. Amend Annual Salary Ordinance Section 221010 accordingly.
- 0174-75      Review of Personal Services Contract, Department of Public Health and Alessandro Baccari and Associates.
- Action: Contract reviewed. Forward to the Purchaser of Supplies with a maximum time limitation of 90 days authorized.

IN-SERVICE ACTIVITIES: (continued)

- 2168-75      Request for Supplemental Appropriation, Telephone Account, Civil Service Commission.
- Action: Adopt Staff Report. Approve and forward to the Office of the Mayor.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - MAY 5, 1975

2:00 P.M.

DOCUMENTS

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5138-75 Joann Joseph, 1424 Clerk Typist, Fire Department (CETA) - 4-7-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5139-75 Cedric Barnes, 2586 Health Worker, Department of Public Health (CETA) - 4-9-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5132-75 Homer Lewings, 2302 Orderly, Department of Public Health (Laguna Honda Hospital) (CETA) - 4-4-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

RESIGNATIONS:

5140-75 Falvey Allen, 2604 Food Service Worker 1/E-99, Department of Public Health (San Francisco General Hospital) - 3-16-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5107-75 Van Cleef Brokaw, 1444 Clerk Stenographer 2/E-185, Department of Social Services - 2-20-75.

Action: Return name to 1444 Clerk Stenographer list under waiver of appointment, this waiver to remain in effect until proof submitted of satisfactory completion of six months' work experience outside the City and County service. Cancel all current promotive examination status. Not to be certified again to the Department of Social Services.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5141-75      Isiah T. Battle, 8207 Building and Grounds Patrolman, Police Department (CETA) - 4-1-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5142-75      Ronald L. Peterson, 8207 Building and Grounds Patrolman, Police Department (CETA) - 4-1-75.
- Action: Approve.
- 5143-75      Charles Mobley, 2714 Janitor, Department of Public Works (CETA) - 4-2-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5144-75      Mack Rucker, 7560 Field Conservation Aide, Department of Public Works (CETA) - 3-31-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5145-75      Curtis Smith, 7560 Field Conservation Aide, Department of Public Works (CETA) - 3-21-75.
- Action: Approve. Refer to Manpower Office to explore the possibilities of other employment.
- 5146-75      Percy Wilson, 9910 Public Service Trainee, Recreation and Park Department (CETA) - 3-27-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5120-75      Alfred Hunkin, 8207 Building and Grounds Patrolman, Office of the Sheriff (CETA) - 3-21-75.
- April 7, 1975: Over to meeting of May 5, 1975.  
May 5, 1975: Over to meeting of May 12, 1975.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

- 5104-75      Rudolph Williams, 2716 Janitor Sub-Foreman 35/P-5, Airports Commission - 3-1-75.
- March 31, 1975: Over to meeting of April 7, 1975.  
April 7, 1975: Over to meeting of May 5, 1975.
- Action: Off Calendar.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5084-75      Johnny Velasquez, 8304 Deputy Sheriff V-24/E-6, Office of the Sheriff - 2-28-75.
- March 17, 1975: Over to meeting of May 5, 1975.
- Action: Over to meeting of June 16, 1975.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5147-75 Otis Wilburn, Jr., 2714 Janitor 180/E-58, Airports Commission - 4-4-75.
- Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5127-75 John Wall, 1736 EDP Computer Operator V-4/E-4, Office of the Controller - 3-22-75.
- April 7, 1975: Over to meeting of May 5, 1975.
- Action: Return name to eligible list not under waiver. One more opportunity to establish a satisfactory work record.
- 5148-75 Louis L. Johnson, S-104 Motorman 295/E-111, Public Utilities Commission (Municipal Railway) - 2-21-75.
- Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission as a S-102/S-104 Conductor/Motorman.
- 5136-75 Donald G. Kelly, S-102 Conductor 110/E-111, Public Utilities Commission (Municipal Railway) - 4-11-75.
- Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.
- 5149-75 Leonora Robertson, 1424 Clerk Typist 321/E-181, Department of Public Works - 4-11-75.
- Action: Return name to eligible list not under waiver. Not to be certified again to the Department of Public Works.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5150-75 Yvonne Frantin, 1424 Clerk Typist, Board of Education - 4-11-75 (CETA).
- Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by Civil Service Commission Examining Physician.
- 5151-75 Arthur Wise, 2724 School Custodian 117/E-52, Board of Education - 3-4-75.
- Action: Return name to eligible list not under waiver.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 5, 1975

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of April 7, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

Addendum

0002-73 Amendment of the specification for Class 3644 City Archivist, S.F. Public Library.

Action: Adopt Staff Report. Amend specification for Class 3644 City Archivist; amend Annual Salary Ordinance accordingly.

0055-73 Request to classify two positions budgeted as 7302 Audio-Visual Technician, S.F. Unified School District, Instructional Support Services Division.

Action: Over to meeting of May 19, 1975.

0009-75 Survey of one new position (1974-75 budget), Public Utilities Commission, Municipal Railway.

Action: Adopt Staff Report.

1. Establish new class of 8139 Industrial Injury Investigator, Municipal Railway (1975-76 Sal. Sch. J, 2 32.2).
2. Allocate one position in new Class 8139 Industrial Injury Investigator, Municipal Railway and delete one position in Class 8140 Retirement System Investigator (Sal. Sch. 32.2).
3. Amend Annual Salary Ordinance Section 735010 accordingly.

0079-75 Review of personal services contract between the Office of the Mayor, City Demonstration Agency, and Stephanie Steinberg.

Action: Adopt Staff Report. Personal services contract reviewed; forward to Purchaser of Supplies.

0201-75 Correction to Report 0201-75 Administrative Provisions of the Annual Salary Ordinance for the fiscal year 1975-76.

Action: Adopt Staff Report; forward to Board of Supervisors.

0205-75 Renewal of a personal services contract submitted by the Controller's Office, Electronic Data Processing Division.

Action: Adopt Staff Report. Renewal of personal services contract reviewed as to classification; forward contract to Purchaser of Supplies.

0227-75 Request of the Director of Public Health for the renewal of a personal services contract between the Community Mental Health Services, Center for Special Problems and Neil Ross.

Action: Adopt Staff Report. Renewal of personal services contract reviewed; forward contract to Purchaser of Supplies. Authorized through June 30, 1975.





CLASSIFICATION AND PAY: (continued)

- 0258-75 Survey of three 1424 Clerk Typist positions, S.F. Police Department.
- Action: Adopt Staff Report.
1. Reallocate three 1424 Clerk Typist positions at the S.F. Police Department to Class 1426 Senior Clerk Typist:
    - a. One vacant position immediately.
    - b. Two remaining positions when such action will not adversely affect the incumbents.
  2. Amend Annual Salary Ordinance Section 161011 accordingly.
- 0267-75 Requests for additional compensation for use of bilingual skills in accordance with the provisions of Section IV-(E) of the Salary Standardization Ordinance.
- Action: Adopt Staff Report.
1. Approve new requests meeting the provisions of Section IV-(E) of the 1974-75 Salary Standardization Ordinance effective May 5, 1975.
  2. Approve requests of former NCS employees retroactive to September 2, 1974.
  3. Deny requests not meeting the provisions of Section IV-(E) of the 1974-75 Salary Standardization Ordinance.
- 0270-75 Survey of one position in Class 1658 Chief Accountant in the Central Office, Department of Public Health.
- Action: Adopt Staff Report.
1. Reallocate one position in Class 1658 Chief Accountant (Sal. Sch. 45.4, effective July 1, 1975) to Class 1666 Fiscal Officer, Department of Public Health (Sal. Sch. 46.4, effective July 1, 1975).
  2. Grant status to the permanent incumbent of the position, James L. Quigley, in Class 1666 Fiscal Officer, Department of Public Health.
  3. Amend Annual Salary Ordinance Section 511010 to reflect this action to be effective July 1, 1975).
- 0277-75 Classification of one 1760 Offset Machine Operator position in the 1974-75 budget, S.F. Community College District, Printing Technology Department.
- Action: Adopt Staff Report.
1. Classify one 1760 Offset Machine Operator position (Sal. Sch. 28.8).
  2. Advise the S.F. Community College District to amend the Annual Salary Resolution accordingly (remove asterisk).
- 0278-75 Survey of one vacant 1406 Senior Clerk position, Department of Public Health, S.F. General Hospital.
- Action: Adopt Staff Report.
1. Reclassify one vacant position of 1406 Senior Clerk (Sal. Sch. 24.8) to 1446 Senior Clerk Stenographer (Sal. Sch. 24.8).
  2. Amend Annual Salary Ordinance Section 557010 accordingly.
- 0279-75 Amendment to Salary Standardization Ordinance 405-74 - Municipal Railway Operators' Trust Fund contribution amount.
- Action: Adopt Staff Report; forward to Board of Supervisors for amendment of Ordinance.
- 0290-75 Review of personal services contract between the Department of Public Health and Litton Security Systems, Inc.
- Action: Adopt Staff Report. Contract reviewed; forward to Purchaser of Supplies.



CLASSIFICATION AND PAY: (continued)

0293-75 Survey of one vacant position in Class 1210 Sick Report and Accident Investigator.

Action: Adopt Staff Report.

1. Abolish classification and one vacant position in Class 1210 Sick Report and Accident Investigator (Sch. 22).
2. Establish one new position in Class 1404 Clerk (Sch. 22.3).
3. Amend Annual Salary Ordinance Section 735010 to reflect this action.

0294-75 Status rights of employees in Classes 9350 Harbor Policeman and 9351 Harbor Police Sergeant to Classes 9210 Airport Policeman and 9211 Airport Police Sergeant.

1. Grant status to permanent employees currently in Classes 9350 Harbor Policeman (Sal. Sch. 29.9, effective July 1, 1975) and 9351 Harbor Police Sergeant (Sal. Sch. 32.7, effective July 1, 1975) to Class 9210 Airport Policeman (Sal. Sch. 31.4, effective July 1, 1975).
2. Staff is directed to further study the possibility of status of 9351 Harbor Police Sergeant to 9211 Airport Police Sergeant.
3. Staff is further directed to explore the possibilities of status grant to the Deputy Sheriff series.

IN-SERVICE ACTIVITIES:

2094-75 Special Report re Richard Svilha, 8214 Parking Controlman 53/E-11, San Francisco Police Department.

Action: Adopt Staff Report. Remove from position and remove name from list of eligibles for 8214 Parking Controlman.

2159-75 Special Report re eligibility of Eugene Clements.

April 7, 1975: Over to meeting of May 5, 1975.

Action: Adopt Staff Report. Remove Eugene Clements from his position in the City service. Cancel all current examination and eligibility status. Ban from future employment. Refer to District Attorney for investigation.

2211-75 From Chief Administrative Officer requesting waiver of certain provisions of Civil Service Rule 29.02.

Action: Adopt Staff Report. Approve request; waive limitation of three (3) hours additional employment on employee's workday.

2228-75 Special Report - Sheriff's Department.

Action: Over to meeting of May 12, 1975.

2229-75 Supplemental appropriation - Police and Fire examinations.

Action: Adopt Staff Report. Approve and forward to the Office of the Mayor.

In-Service Activities item continued on page 4.

MISCELLANEOUS:

3020-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8301-8400

Action: Approve.

3021-75 Requests from departments to backdate requisitions and extensions:

T-31304 (P4855.1) Ext. H20 Lieutenant	3-12-75	Fire Commission
T-41503 2760 Laundry Utility Worker	7-1-74	Public Health
T-40813 Ext. 7372 Stationary Engineer	3-19-75	Public Works
TX-30926 Ext. 2903 Eligibility Worker	4-3-75	Social Services
T-30102 Ext. 1424 Clerk Typist	4-1-75	Retirement Board

Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

- 4565-75      Appeal of staff's denial on provisions of examination announcement for Class 7424 Dryer-Mixerman.
- Action: Deny Staff Report. Delete class of 7502 Asphalt Worker as next lower rank.
- 4566-75      Appeal of staff's denial on provisions of examination announcement for Classes 5217 Building Code Analyst, 5178 Assistant Superintendent Property Conservation, 5179 Assistant Superintendent Building Inspection Administration.
- Action: Adopt Staff Report. Deny protests.
- 4427-75      Appeal of staff's denial re ineligibility for 1634 Principal Account Clerk examination.
- Action: Adopt Staff Report. Deny appeal of Gail Hall.
- 4567-75      Appeal of staff's denial of protests on oral ratings in the examinations for 2948 Senior Social Services Supervisor and 2950 Social Services Division Supervisor.
- Action: Over to meeting of May 12, 1975.
- 4555-75      Appeal of staff's denial to allow Class 7379 Electrical Transit Mechanic as a next-lower-rank for Class 7216 Electrical Transit Shop Foreman.
- Action: Adopt Staff Report. Deny appeal of Carl L. Dolessio.
- 4316-75      Request for reconsideration of Civil Service Commission action of March 17, 1975, re Special Report - Raymond Whitt.
- Action: Sustain action of March 17, 1975.

IN-SERVICE ACTIVITIES: (continued)

- 2234-75      Proposed amendment to the San Francisco Administrative Code authorizing the General Manager, Personnel to establish contractual arrangements with other agencies.
- Action: Adopt Staff Report and forward to the Board of Supervisors.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

101 GROVE STREET - THIRD FLOOR

SPECIAL MEETING - MAY 12, 1975

2:00 P.M.

DOCUMENTS

MAY 1 1975

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Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5154-75 Harold A. Albury, Jr., 330 Deputy Clerk 44/E-15, Municipal Court - 4-28-75.  
Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5171-75 Robert W. Taylor, 2656 Chef V-9/P-2, Office of the Sheriff - 4-11-75.  
Action: Authorize withdrawal of automatic resignation. Return name to list under waiver of appointment until medically cleared by Civil Service Commission Examining Physician.
- 5155-75 Barbara J. Ayon, 2903 Eligibility Worker 72/E-7, Department of Social Services - 4-15-75.  
Action: Approve.
- 5156-75 Jonah Morgan, 2903 Eligibility Worker, Department of Social Services (CETA) - 4-15-75.  
Action: Approve.
- 5157-75 Audrey Szanto, 2903 Eligibility Worker 76/E-6, Department of Social Services - 4-15-75.  
Action: Approve.

RESIGNATIONS:

- 5158-75 Laura Brewster, 1424 Clerk Typist 23/E-179, Board of Education - 4-22-75.  
Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Board of Education.
- 5159-75 Shirley A. Johnson, 2312 Licensed Vocational Nurse 18/E-63, Department of Public Health (San Francisco General Hospital) - 3-11-75.  
Action: Approve. Future employment subject to medical clearance by Civil Service Commission Examining Physician.







TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5160-75 Roger Amador, 8106 Legal Process Clerk, Office of the Public Defender (CETA) - 3-5-75.
- Action: Over to meeting of May 19, 1975.
- 5161-75 Karl R. Edwards, 3610 Library Assistant, Public Library (CETA) - 4-16-75.
- Action: Approve. Refer to Manpower Office to explore the possibilities of other employment.
- 5162-75 Joseph Lewis, 2714 Janitor, Department of Public Works (CETA) - 4-18-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Department of Public Works.
- 5163-75 Omar V. Rodriquez, 1760 Offset Machine Operator, Purchasing Department (CETA) - 4-18-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5120-75 Alfred Hunkin, 8207 Building and Grounds Patrolman, Office of the Sheriff (CETA) - 3-21-75.
- April 7, 1975: Over to meeting of May 5, 1975.  
May 5, 1975: Over to meeting of May 12, 1975.
- Action: Approve. No future employment in the security series.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

- 5164-75 Robin D. Gunther, 2320 Registered Nurse 14/E-329, Department of Public Health (San Francisco General Hospital) - 4-14-75.
- Action: Approve. Return name to eligible list under waiver of appointment, this waiver to remain in effect until proof submitted of six months' satisfactory work experience outside the City and County service.
- 5165-75 Lorenzo M. Eugenio, 2903 Eligibility Worker 324/E-6, Department of Social Services - 4-22-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Department of Social Services.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5166-75 Rene Heffley, 1424 Clerk Typist 55/E-179, Board of Education - 4-18-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Board of Education.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5167-75 Lucille Coleman, 1720 Key punch Operator 12/E-8, Office of the Controller - 4-15-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

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REQUEST FOR REVIEW OF CIVIL SERVICE COMMISSION ACTION OF JANUARY 20, 1975  
(TERMINATION OF LIMITED TENURE APPOINTMENT)

5019-75 Chester Romanowicz, 8207 Building and Grounds Patrolman, Department of Public Works.

Action:

1. Rescind action of January 20, 1975.
2. Approve termination of limited tenure appointment as 8207 Building and Grounds Patrolman, Department of Public Works.
3. Name to be restored to eligible list E-1, Class 7454 Signalman.
4. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

101 GROVE STREET - THIRD FLOOR

SPECIAL MEETING - MAY 12, 1975

2:00 P.M.

- ADDENDUM -

RE-HEARING OF TERMINATION OF LIMITED TENURE APPOINTMENT

5287-74

John A. Terry, 8207 Building and Grounds Patrolman, Police Department (CETA) - 11-18-74.

Action: Approve. Not to be allowed to participate in future examinations in the security series.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MAY 12, 1975

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of May 5, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

- 0051-75 Request to classify one budgeted position in Class 2977 Education Integration Specialist for the S.F. Unified School District.
- Action: Adopt Staff Report.
1. Classify one budgeted position in Class 2977 Education Integration Specialist (Sch. 35.3), Office of Integration, S.F. Unified School District.
  2. Advise the District to amend the Annual Salary Resolution accordingly (remove asterisk).
- 0183-75 Classification of one new position (budget, 1974-75), S.F. Unified School District, Payroll Office.
- Action: Adopt Staff Report.
1. Classify one new position to Class 1222 Sr. Payroll and Personnel Clerk.
  2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.
- 0218-75 Classification of one new position (budget, 1974-75), S.F. Unified School District, Budget Planning Office, Position Control Office.
- Action: Adopt Staff Report.
1. Classify subject position to Class 1630 Account Clerk.
  2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.
- 0235-75 Classification of one new position (budget, 1974-75), Community College District, District Business Office.
- Action: Adopt Staff Report.
1. Classify one new position to Class 1654 Principal Accountant.
  2. Advise the S.F. Community College District to amend its Annual Salary Resolution accordingly.
- 0245-75 Request by the Director of Public Works to amend the Annual Salary Ordinance by adding 17 positions in the Bureau of Engineering, Interdepartmental Section.
- Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 421080 by adding fifteen 5247 Associate Sanitary Engineer positions and two 5249 Senior Sanitary Engineer positions.

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CLASSIFICATION AND PAY: (continued)

0284-75 Request to survey one vacant position in Class 1822 Administrative Analyst, Department of Public Health.

Action: Adopt Staff Report.

1. Reclassify one vacant position in Class 1822 Administrative Analyst to Class 1844 Sr. Management Assistant.
2. Amend Annual Salary Ordinance Section 567014 accordingly.

0296-75 Review of a personal services contract between the Model Cities Agency and Smith and Lange for a specialized, short-term accounting-budgeting project.

Action: Adopt Staff Report. Contract reviewed; forward to Purchaser of Supplies.

0297-75 Requests for salary adjustments for Class 2907 Eligibility Worker Supervisor.

Action: Over to meeting of May 19, 1975.

0299-75 Survey of one position in Class B222 General Clerk, Office of the Controller.

Action: Adopt Staff Report.

1. Reallocate position from B222 General Clerk to 1630 Account Clerk when this can be accomplished without adverse effect to the incumbent.
2. Amend Annual Salary Ordinance Section 123010 to reflect this action after July 14, 1975.

0300-75 Survey of one 1474 Claims Process Clerk in the Health Service System.

Action: Adopt Staff Report.

1. Reallocate one 1474 Claims Process Clerk (Sch. 24.5) to 1476 Sr. Claims Process Clerk (Sch. 26) in the Health Service System when it does not adversely affect the incumbent.
2. Amend the Annual Salary Ordinance Section 699010 accordingly.

0718-74 Request to reallocate one vacant H-2 Firefighter position, S.F. Fire Department, to Class 1770 Photographer.

Action: Adopt Staff Report. Reallocate one vacant H-2 Firefighter position to Class 1770 Photographer; amend Salary Ordinance (effective July 1, 1975) Sections 145010 and 145012 accordingly.

0773-74 Request to establish one 7334 Stationary Engineer position and delete two vacant 7333 Jr. Stationary Engineer positions, S.F. Fire Department.

Action: Adopt Staff Report. Delete two 7333 Jr. Stationary Engineer positions and establish one 7334 Stationary Engineer position, S.F. Fire Department; amend Section 145030 of the Annual Salary Ordinance accordingly.

0806-74 Survey of one B512 General Clerk Typist position in the Public Utilities Commission, Municipal Railway, Schedule and Traffic Section.

Action: Adopt Staff Report.

1. Reclassify one B-512 General Clerk Typist (Sch. 23.3) to 1426 Senior Clerk Typist (Sch. 24.3).
2. Amend the Annual Salary Ordinance Section 735010 accordingly.



CLASSIFICATION AND PAY: (continued)

0153-75 Survey of one vacant position in Class 2576 Supervising Clinical Psychologist, Department of Public Health, Community Mental Health Services, Bayview Mental Health Center.

Action: Adopt Staff Report. Reclassify one vacant position in Class 2576 Supervising Clinical Psychologist (Sch. 40.3) to Class 2575 Research Psychologist (Sch. 39.8); amend Section 567014 of the Annual Salary Ordinance accordingly.

IN-SERVICE ACTIVITIES:

2228-75 Special Report - Sheriff's Department.

May 5, 1975: Over to meeting of May 12, 1975.

Action: Over to meeting of May 19, 1975.

2166-75 Proposed Charter Amendment, amending various Charter sections relating to the appointment of members of certain boards and commissions by the Mayor. File No. 531-74.

Action: Oppose proposed Charter Amendment and notify the Board of Supervisors accordingly.

2215-75 Proposed Charter Amendment, amending Section 3.500(f) to exclude public officers from provision that boards and commissions have power to hold executive session to consider appointment, employment, or dismissal of an employee. File No. 232-75.

Action: Adopt Staff Report and forward to the Board of Supervisors.

2245-75 Charter Amendment, amending Section 3.500 to provide that each board and commission shall adopt a rule requiring each member to vote for or against a question, unless excused.

Action: Adopt Staff Report and forward to the Board of Supervisors.

MISCELLANEOUS:

3022-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8401-8450.

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

4567-75 Appeal of staff's denial of protests on oral ratings in the examinations for 2948 Senior Social Services Supervisor and 2950 Social Services Division Supervisor.

May 5, 1975: Over to meeting of May 12, 1975.

Action: Grant minimum passing score of 70% to Brian D. Quinn and Barbara Hirschfeld. Deny appeals of Calder Williams and Crispus J. Carr.

4620-75 Appeal of staff's action on key protests in examinations for 8306 Senior Deputy Sheriff, 8308 Sheriff's Sergeant, 8310 Sheriff's Lieutenant, and 8312 Sheriff's Captain.

Action: Adopt Staff Report. Deny appeals of Robert D. Harmon, William Osuni, and Raphael Belloumini.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JUNE 2, 1975

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow  
Commissioner Costello presided.

2:00 P.M.

Item  
Number

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5196-75 Arthur Dale, 7441 Toolroom Mechanic and Custodian (CETA), S.F.  
Community College District - 5-2-75.

Action: Approve. Refer to Manpower Office to explore other job possibilities under CETA.

RESIGNATIONS:

5197-75 Stanley Jones, S104 Motorman 53/E108, Public Utilities Commission  
(Municipal Railway) - 4-23-75.

Action: Approve. Not to be certified again to Public Utilities Commission. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

5198-75 Evelyn P. Mason, 2320 Registered Nurse 18/E-329, Department of  
Public Health (S.F. General Hospital) - 4-15-75.

Action: Approve. Not to be certified again to S.F. General Hospital. May request reinstatement subject to provisions of Civil Service Commission Rules.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5181-75 George C. Jones, 7560 Field Conservation Aide (CETA), Recreation  
and Park Department - 4-25-75.

May 19, 1975: Over to meeting of June 2, 1975.

Action: Approve. Refer to Manpower Office to explore other job possibilities under CETA.

5199-75 Margaret Chan, 3598 School Aide III (CETA), S.F. Unified School  
District - 4-4-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5127-74 Carlos L. Baker, 9210 Airport Policeman 99/E-8 Airports Commission -  
6-25-74.

July 15, 1974: Over to meeting of September 16, 1974.

Sept. 16, 1974: Over to meeting of October 7, 1974.

Oct. 7, 1974: Off Calendar. Mr. Baker to notify the Commission when to re-calendar.

Action: Approve.

5200-75 Richard Barragan, 2736 Porter 47/E-50, Department of Public Health  
(S.F. General Hospital) - 5-12-75.

Action: Over to meeting of June 16, 1975.



TERMINATIONS OR PROBATIONARY APPOINTMENTS: (continued)

5201-75 William B. Denton, Ph.D., 2575 Research Psychologist 2/E-2, Department of Public Health (CMHS-Bureau of Alcoholism) - 5-28-75.

Action: Approve. Not to be certified again to Department of Public Health, Community Mental Health Services. Return name to eligible list not under waiver.

5185-75 Gordon E. Johnson, S102 Conductor V-1/E-101, Public Utilities Commission (Municipal Railway) - 1-29-75.

May 19, 1975: Over to meeting of June 2, 1975.

Action: Approve. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

5184-75 Bob Reese, 1424 Clerk Typist 86/E-1, Department of Public Health - 5-1-75.

May 19, 1975: Over to meeting of June 2, 1975.

Action: Return name to eligible list not under waiver. Not to be certified again to Department of Public Health, Central Office.

5202-75 Lafayette J. Thomas, S102 Conductor 336/E-111, Public Utilities Commission (Municipal Railway) - 4-18-75.

Action: Approve. No future employment with the City and County of San Francisco.

5183-75 Joanne Webster, 1424 Clerk Typist 118/E-181, Juvenile Court - 5-5-75.

May 19, 1975: Over to meeting of June 2, 1975.

Action: Return name to eligible list not under waiver. Not to be certified again to Juvenile Court.

TERMINATION OF TEMPORARY APPOINTMENT:

5203-75 Francisco Ortiz-Medina, 9110 Fare Collections Receiver 75/E-17, Public Utilities Commission (Municipal Railway) - 4-24-75.

Action: Approve. Return name to list under waiver of appointment.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 2, 1975

4:00 P.M.

DOCUMENTS

JUN 11 1975

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PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow  
Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of May 19, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

0266-74 Survey of Class 6130 Industrial Wastes Inspector.

Action: Adopt Staff Report.

1. Abolish vacant position and Class 6130 Industrial Wastes Inspector (Sch. 31.7, \$978M1177); consolidate duties with those of Class 6106 Sanitary Engineering Technician (Sch. 32.7, \$1024M1234).
2. Amend the specifications for Class 6106.
3. Amend the Annual Salary Ordinance Sections 427010 and 790000 to reflect this action.

0310-75 Classification of one new position (1974-75 budget), S.F. Unified School District, Payroll Office.

Action: Adopt Staff Report.

1. Classify subject position in Class 1424 Clerk Typist (Sch. 23.4, \$675M808).
2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.

0327-75 Review of personal services contract between the Department of Public Health and the Commission for Administrative Services in Hospitals.

Action: Adopt Staff Report. Contract reviewed (4 months duration); forward to Purchaser of Supplies.

0339-75 Classification of new positions in the 1975-76 budget.

Action: Adopt Staff Report. Allocate new positions to recommended classes. Defer classification action on positions indicated by an asterisk.

0343-75 Status rights of employees in Classes 9350 Harbor Policeman and 9351 Harbor Police Sergeant to Class 8304 Deputy Sheriff.

- Action:
1. Adopt Staff Report. Grant status rights to permanent employees currently in Classes 9350 Harbor Policeman (Sch. 29.9 \$896M1079) and 9351 Harbor Police Sergeant (Sch. 32.7 \$1020M1229) to Class 8304 Deputy Sheriff (Sch. 31.9 \$981M1183) in addition to status rights previously granted.
  2. With regard to Class 9351, staff is directed to further explore possibilities of additional status rights grants to the Deputy Sheriff series.

IN-SERVICE ACTIVITIES:

2228-75 Special Report - Sheriff's Department.

May 5, 1975: Over to meeting of May 12, 1975.  
May 12, 1975: Over to meeting of May 19, 1975.  
May 19, 1975: Over to meeting of June 2, 1975.

Action: Over to meeting of June 16, 1975.



IN-SERVICE ACTIVITIES: (continued)

2266-75 Request for reconsideration of staff's denial of sick leave with pay for Gwendolyn Steiner under the provisions of Section 16.170 of the Administrative Code.

Action: Over to meeting of June 16, 1975.

2284-75 Request for approval from Emile Urbiztondo to serve on the Delinquency Prevention Commission.

Action: Adopt Staff Report. Approve request.

2286-75 Appeal of medical rejection from David D. DeCot for Class 7345 electrician.

Action: Adopt Staff Report. Refer to medical appeals specialist at own expense.

MISCELLANEOUS:

3025-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8476-8525

Action: Approve.

3026-75 Request from Commission on the Aging to backdate requisitions:

T-400012 9736 Staff Assistant II, Special Project 5-7-75

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

4986-74 Hearing of appeal of staff's denial of protests re the terms of the promotive examination announcement for Class 3291 Principal Recreation Supervisor (per Court directive).

May 19, 1975: Over to meeting of June 2, 1975.

Action: Adopt Staff Report.

1. Reaffirm eligibility of those employees who were formerly in Class R-56 Recreation Director and the inclusion of Class 3214 Senior Swimming Instructor as next-lower-rank.
2. Deny request to include Class 3284 Recreation Director as next-lower-rank.

4565-75 Appeal of staff's denial on provisions of examination announcement for Class 7424 Dryer-Mixerman.

May 5, 1975: Deny Staff Report. Delete class of 7502 Asphalt worker as next-lower-rank.

Action: Sustain action of May 5, 1975. Delete class of 7502 Asphalt Worker as next-lower rank.

4566-75 Appeal of staff's denial on provisions of examination announcement for Classes 5217 Building Code Analyst, 5178 Assistant Superintendent Property Conservation, 5179 Assistant Superintendent Building Inspection Administration.

May 5, 1975: Adopt Staff Report. Deny protests.

Action: Over to meeting of June 16, 1975.



RECRUITMENT AND EXAMINATIONS: (continued)

4636-75 Appeal of staff's denial of protests on oral ratings in the examination for Class 2903 Eligibility Worker.

May 19, 1975: Appeal of Alberta Leube over to meeting of June 2, 1975.

Action: Amend eligibility list to include Alberta Leube with a rank of 430.5.

4764-75 Protest of eligibility list for Class 3320 Animal Keeper.

Action: Adopt Staff Report. Deny all appeals. Adopt list as posted.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JUNE 16, 1975

2:00 P.M.

DOCUMENTS

JUN 21 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5209-75 Thomas Errol Hackett, 9910 Public Service Trainee (CETA), Civil Service Commission (Youth Training Program) - 5-27-75.  
Action: Approve.
- 5210-75 Eveni Levi, 1402 Junior Clerk (CETA), Social Services - 5-30-75.  
Action: Approve.
- 5211-75 Percy Lewis, 1424 Clerk Typist (CETA), Department of Public Health (S.F. General Hospital) - 5-30-75.  
Action: Approve.
- 5206-75 Bernard Lomiga, 1932 Assistant Storekeeper (CETA), Purchasing Department - 5-27-75.  
Action: Approve.
- 5213-75 Adele Miller, 2320 Registered Nurse, Department of Public Health (Community Mental Health Services) - 5-21-75.  
Action: Approve.
- 5214-75 Danilo M. Naluz, 7560 Field Conservation Aide (CETA), Recreation and Park Department - 5-22-75.  
Action: Approve.
- 5215-75 Elena Solari, 2585 Health Worker I (CETA), Department of Public Health (Community Mental Health Services) - 5-22-75.  
Action: Approve.

RESIGNATIONS:

- 5216-75 Chris DeTavernier, 1402 Junior Clerk, Department of Public Health (S.F. General Hospital) - 5-2-75.  
Action: Approve.
- 5217-75 Dean Hall, 1630 Account Clerk 1.5/E-12, Department of Public Health (Community Mental Health) - 5-22-75.  
Action: Approve.
- 5227-75 Damiana Liberal, 1424 Clerk Typist 78/E-1, Department of Public Health (District Health Center #2) - 6-10-75.  
Action: Approve. Return name to eligible lists under waiver of appointment. Not to be certified again to Department of Public Health.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5218-75 Vincent L. Nesbitt, 7560 Field Conservation Aide (CETA), Public Works - 5-15-75.

Action: Approve.

5219-75 Kenneth W. Van Houten, Jr., 3540 Curatorial Aide (CETA), Art Commission - 5-23-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5220-75 Edgar Arceneaux, Jr., 8226 Museum Guard 89/E-5, Fine Arts Museums - 6-5-75.

Action: Approve.

5200-75 Richard Barragan, 2736 Porter 47/E-50, Department of Public Health (S.F. General Hospital) - 5-12-75.

June 2, 1975: Over to meeting of June 16, 1975.

Action: Approve.

5222-75 Robert Ellis, 7301 Armored Truck Operator 2/E-1, Public Utilities Commission (Municipal Railway) - 5-27-75.

Action: Approve. Vote of 2 to 0. Commissioner Chow abstaining.

5223-75 Bart Kiewith, 7313 Automotive Machinist 1/E-6, Purchasing Department - 5-30-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Purchasing Department.

5084-75 Johnny Velasquez, 8304 Deputy Sheriff V-24/E-6, Office of the Sheriff - 2-28-75.

March 17, 1975: Over to meeting of May 5, 1975.

May 5, 1975: Over to meeting of June 16, 1975.

Action: Under submission. Decision to be announced at a later date.

5224-75 Albert C. Weitz, 5247 Associate Sanitary Engineer 1/E-1, Public Works - 5-30-75.

Action: Approve.

5225-75 Edward J. Williams, 7381 Automotive Mechanic V33/E-4, Purchasing Department - 5-27-75.

Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by the Civil Service Examining Physician. Not to be certified again to the Purchasing Department.

5221-75 Geraldine Boudreaux, 1424 Clerk Typist 388/EE181, San Francisco Unified School District - 6-2-75.

Action: Return name to eligible list not under waiver.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5205-75 Alice Breslow, 2250 Director of Clinical Services 11/P1, Department of Public Health (Community Mental Health Services) - 5-30-75.

Action: Over to meeting of July 7, 1975.



TERMINATION OF TEMPORARY APPOINTMENT:

5226-75 Charles Mobley, 9110 Fare Collections Receiver 34/E17, Public Utilities Commission (Municipal Railway) - 5-27-75.

Action: Approve. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.



*Call, date - 10 minutes*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 16, 1975

4:00 P.M.

DOCUMENTS

JUN 21 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of June 2, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

0189-75 Classification of one position in the Department of Finance and Records, Tax Collector's Office, Real Estate Division.

Action: Adopt Staff Report.

1. Adopt new class of 4349 Director of Real Estate, Tax Collector's Office (Sal. Sch. J,Z 40.1 \$1438M1740 as recommended by the department).
2. Allocate one position to this new class and delete one Assistant Tax Collector (\$1166M1407).
3. Grant status to Joseph DeBenedetti, permanent 4376 Chief Assistant Tax Collector, to the new class.
4. Amend Annual Salary Ordinance Section 261012 accordingly.

0328-75 Survey of one vacant position in Class 1916 Assistant Military Property Custodian, S.F. Unified School District.

Action: Adopt Staff Report.

1. Reallocate one vacant 1916 Assistant Military Property Custodian position (Sch. 24.5, \$705-847) to 1934 Storekeeper (Sch. 29.7, \$893-1072).
2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.
3. Abolish Class 1916 Assistant Military Property Custodian.

0356-75 Designated bilingual positions for Fiscal Year 1975-76.

Action: Adopt amended Staff Report.

0360-75 Classification of one new position (Budget 1974-75) S.F. Community College District, Business Affairs Office, City College Campus.

Action: Adopt Staff Report.

1. Classify one 1652 Sr. Accountant position (Sch. 29.9, \$900M1083).
2. Advise the S.F. Community College District to amend the Annual Salary Resolution accordingly.

0374-75 Request of the Recreation and Park Department for the suspension of overtime provisions as provided in Section 1.3 of the Annual Salary Ordinance for 1974-75.

Action: Adopt Staff Report. Approve request to waive overtime provisions for Bernice Rodgers, Class 3287 Assistant Recreation Supervisor, Sigmund Stern Festival Programs, from June 9, 1975, through September 30, 1975.



CLASSIFICATION AND PAY: (continued)

- 0547-74 Survey of one vacant position in Class 7321 Elevator Mechanic at the War Memorial Opera House.
- Action: Adopt Staff Report.
1. Adopt new classification 7371 Stage Carpenter (Sal. Rate \$60.48 per day; \$1310M (base)).
  2. Reallocate one vacant position in Class 7321 Elevator Mechanic (Sal. Rate \$10.70 per hour; \$1854M (base) to 7371 State Carpenter.
  3. Abolish former Class A165 Stage Carpenter.
  4. Amend Section 691030 of the Annual Salary Ordinance accordingly.

- 0705-74 Establishment of three-level series of classes in the Fingerprinting Technician Specialty, S.F. Police Department.

Action: Adopt Staff Report.

1. Establish two new classes:
  - a. 8249 Fingerprint Technician I (Sch. J 26.6, \$356B426/774M927).
  - b. 8251 Fingerprint Technician III (Sch. J 29.6, \$408B489/887M1064).
2. Retitle and amend: 8250 Fingerprint Classifier and Clerk to: 8250 Fingerprint Technician II (Sch. 28.1 \$381B455/829M990).
3. Grant status to retitled Class 8250 Fingerprint Technician II to those employees and eligibles in Class 8250 Fingerprint Classifier and Clerk.
4. Amend Annual Salary Ordinance Section 161011 as follows:

Delete: 26 - 8250 Fingerprint Classifier and Clerk

Add:     0 - 8249 Fingerprint Technician I

          16 - 8250 Fingerprint Technician II

          10 - 8251 Fingerprint Technician III
5. Fill positions in Class 8251 Fingerprint Technician III by examination.

IN-SERVICE ACTIVITIES:

- 2197-75 Determination of salary for Joseph A. Santa Maria.
- Action: Adopt Staff Report; recommend to the Controller's Office that the repayment be made in bi-weekly installments convenient to Mr. Santa Maria.
- 2278-75 Proposed Charter Amendment, adding Section 6.314, establishing a Bureau of the Budget and a Budget Committee, and creating the position of Director of said Bureau. File No. 270-75.
- Action: Adopt Staff Report and forward to Board of Supervisors.
- 2304-75 Proposed Charter Amendment, adding Section 8.405-1 thereto, to provide additional compensation for members of the Police Department assigned to the bomb disposal unit. File No. 271-75.
- Action: Adopt Staff Report and forward to Board of Supervisors.
- 2228-75 Special Report - Sheriff's Department.
- May 5, 1975: Over to meeting of May 12, 1975.
- May 12, 1975: Over to meeting of May 19, 1975.
- May 19, 1975: Over to meeting of June 2, 1975.
- June 2, 1975: Over to meeting of June 16, 1975.
- Action: Adopt Staff Report.
- 2266-75 Request for reconsideration of staff's denial of sick leave with pay for Gwendolyn Steiner under the provisions of Section 16.170 of the Administrative Code.
- June 2, 1975: Over to meeting of June 16, 1975.
- Action: Over to meeting of July 7, 1975.





MISCELLANEOUS:

- 3027-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8526-8599

Action: Approve.

- 3028-75 Requests from departments to backdate requisitions and extensions:

T-30144 (P 483.1)	Ext. 5268 Architect	2-21-75 Airport
T-30160 (P 488.1)	Ext. 5305 Materials Testing Tech.	5-22-75 "
T-32692	Ext. 5256 Mechanical Engineer	3-22-75 PUC, HHW&P
T-30827	Ext. 7524 Inst. Utility Man	4-30-75 Public Works
T-41053	Ext. 7372 Stationary Engineer, SP	5-23-75 " "
P-5361	2944 Child Welfare Supervisor	6-9-75 Soc. Services

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 4566-75 Appeal of staff's denial on provisions of examination announcement for Classes 5217 Building Code Analyst, 5178 Assistant Superintendent Property Conservation, 5179 Assistant Superintendent Building Inspection Administration.

May 5, 1975: Adopt Staff Report. Deny protests.

June 2, 1975: Over to meeting of June 16, 1975.

Action: Sustain action of May 5, 1975. Deny protests.

- 4818-75 Appeal of staff's denial of protests of Qualifications Appraisal Ratings for Class 5240 Electrical Engineer examination.

Action: Under submission. Decision to be announced at a later date.

- 4835-75 Appeal of staff's denial of protests re terms of examination announcement for Class 1408 Principal Clerk.

Action: Adopt Staff Report. Deny appeals of Eduardo Manuel, Terry Carroll, Sumako Takeshita, and Claire Zvanski

- 4836-75 Appeal of staff's denial of protests re terms of examination announcement for Class 1410 Chief Clerk.

Action: Amend Staff Report. Revise examination announcement to allow applicants who have at least one year of qualifying experience and two years of college credits to participate in the examination. Such candidates, if successful, will not be offered appointment until the two-year experience requirement is met. Include Classes 1216 Principal Timeroll Audit Clerk and 1452 Stenographic Secretary as next-lower-rank classes.

- 4838-75 Appeal of staff's denial to amend eligible list E-5 for Class 5278 Planner II.

Action: Over to meeting of July 7. No further continuances will be permitted.

- 4839-75 Brian Campbell's appeal of staff's denial of protest re status on eligible list E-5 for Class 5278 Planner II.

Action: Adopt Staff Report. Deny appeal.

- 4382-75 Protests re promotive eligible list P-1 for Class 2124 Director of Admissions.

Action: Over to the next meeting.

- 4837-75 Appeal of staff's denial of key protests of examinations for Deputy Clerk Classes 320, 290, 280, and 270.

Action: Deny appeals on questions 14, 25, 85, 104, and 127. Allow answers 1 and 4 to question 79.



RECRUITMENT AND EXAMINATIONS: (continued)

4847-75      Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1975-76.

Action: New random selection established as follows: #1 - 8; #2 - 1; #3 - 9; #4 - 2; #5 - 0; #6 - 5; #7 - 3; #8 - 6; #9 - 7; #10 - 4.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

SPECIAL MEETING - JUNE 30, 1975

2:00 P.M.

*Minutes*

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

DOCUMENTS

Item  
Number

SAN FRANCISCO  
PUBLIC LIBRARY

CLASSIFICATION AND PAY:

- 0302-75 Request of the Director, Systems and Data Processing, for the continuance of Civil Service Commission approval for the use of Special Project classes.

Action: Adopt Staff Report. Authorize the Director, Systems and Data Processing to use the following exempt civil service classifications through June 30, 1976 for the six projects identified in this report:

- 1861 Systems and Procedure Analyst, Special Project  
(Sal. Sch. 34.9, \$1133M1365).
- 1863 Senior Systems and Procedures Analyst, Special Project  
(Sal. Sch. 37.9, \$1301M1574).
- 1865 Systems and Procedures Supervisor, Special Project  
(Sal. Sch. 40.9, \$1502M1812).
- 1879 Project Manager, Special Project  
(Sal. Sch. 45.9, \$1899M2297)

- 0359-75 Reclassification of six positions in the Radiology Department. San Francisco General Hospital.

Action: Adopt Staff Report.

1. Reclassify one vacant 2302 Orderly position (\$4.2025H, \$336.20BW, \$730M) to 2424 X-ray Laboratory Aide (Sch. 24.1, 1975-76, \$317-381, \$689M829).
2. Reclassify five 2302 Orderly positions to 2424 X-ray Laboratory Aide when such action will not adversely affect the incumbents.
3. Amend Sections 557010 and 557016 of the Annual Salary Ordinance accordingly.

- 0387-75 Survey of one unclassified position in the Board of Education, Fiscal Office, budgeted in Class 1658 Chief Accountant.

Action: Adopt Staff Report.

1. Allocate one budgeted and unclassified position in Class 1658 Chief Accountant (Sal. Sch. 45.5) to Class 1656 Head Accountant (Sal. Sch. 41.9).
2. Advise Board of Education to reassign one existing position in Class 1658 Chief Accountant to an assignment entailing the level of responsibility appropriate to this class; and to amend its Annual Salary Resolution accordingly.

- 0403-75 Classification of one new position in the Central Office of the Department of Public Health, Bacteriological Laboratory; a supplemental appropriation.

Action: Adopt Staff Report. Allocate new position to Class 2464 Senior Microbiologist; amend Annual Salary Ordinance Section 517010 to reflect this action.



CLASSIFICATION AND PAY: (continued)

0405-75     Disability benefits survey in Section 16.170 of the San Francisco Administrative Code.

Action: Over to meeting of July 7, 1975.

0406-75     Review of Dental Clinic Operation in Sheriff's Department.

Action: Refer to staff. Staff to consult with City Attorney.

0407-75     Removal of Symbol "Z" from Class 8220 Sergeant-at-Arms for Board of Supervisors.

Action: Off Calendar.

IN-SERVICE ACTIVITIES:

2350-75     Request from the Office of the Mayor to extend exemption of Class 8246 Director, Emergency Services.

Action: Approve request. Extend exemption of Class 8246 Director, Emergency Services from the Civil Service provisions of the Charter through December 31, 1975.

2352-75     Proposed Charter Amendment, adding Section 3.539-1 and amending Sections 6.408 and 8.559-10, regarding police and security functions at the San Francisco International Airport. File No. 312-75.

Action: Adopt Staff Report and forward to Board of Supervisors.

MISCELLANEOUS:

3029-75     Requests from departments to backdate requisitions:

T-40382	1404 Clerk	6-9-75	Finance & Records, County Clerk
T-40011	4321 Cashier II	2-14-75	Office of The Treasurer

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

4898-75     Cancellation of entrance examination announcement for Class 3642 Coordinator, Adult Library Services.

Action: Adopt Staff Report. Cancel entrance examination announcement for Class 3642 Coordinator, Adult Library Services.

4899-75     Appeal of staff's denial of protests re terms of the promotive announcement for Class 2946 Senior Eligibility Worker Supervisor.

Action: Include Class 2912 Senior Social Worker as a next lower rank in the examination for Class 2946 Senior Eligibility Worker Supervisor. Such candidates must possess two years' additional experience in Class 2914 Social Work Supervisor and/or 2944 Child Welfare Supervisor.

4906-75     Appeal of staff's denial of protests on oral ratings in the examination for Class 1870 Programmer Analyst Trainee.

Action: Adopt Staff Report. Deny appeals of E. Katz and R. Cefalu.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JULY 7, 1975

2:00 P.M.      *≡ Minutes*

DOCUMENTS

DEC 21 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5235-75      Felix Conde, 7560 Field Conservation Aide (CETA), Recreation and Park Department - 6-6-75.  
  
Action: Approve.
- 5236-75      Mary Ann Mayani, 9910 Public Service Trainee, Civil Service Commission (Youth Training Program) - 5-23-75.  
  
Action: Off Calendar.
- 5237-75      Bernice Nesbitt, 1426 Senior Clerk Typist 23/E-73, Social Services - 6-9-75.  
  
Action: Approve. Not to be certified again to Social Services.

RESIGNATIONS:

- 5238-75      John F. Glossbrenner, 2903 Eligibility Worker V14/E-4, Social Services - 6-11-75.  
  
Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Not to be certified again to Social Services.
- 5239-75      Richard I. Morris, 1630 Account Clerk 37/E-12, Public Utilities Commission (S.F. Water Department, Commercial Division) - 6-2-75.  
  
Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5240-75      Cassandra Banks, 2302 Orderly (CETA), Public Health (Laguna Honda Hospital) - 6-30-75.  
  
Action: Approve.
- 5241-75      Bifer Brown, Jr., 1424 Clerk Typist, Social Services (Management Services) - 6-17-75.  
  
Action: Over to meeting of July 21, 1975.
- 5242-75      Juan M. Cagampang, 9704 Manpower Specialist 11, Mayor's Office (Office of Manpower) - 6-13-75.  
  
Action: Approve.
- 5243-75      Alphonso Clark, 2903 Eligibility Worker (CETA), Public Health (Bayview/Hunters Point Facility) - 6-12-75.  
  
Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

- 5244-75 Nathaniel Dickens, 3598 School Aide III (CETA), S.F. Unified School District - 6-20-75.  
Action: Approve.
- 5245-75 Calvin Ellestad, 8402 Probation Officer Trainee (CETA), Adult Probation - 6-19-75.  
Action: Approve.
- 5246-75 Jimmy Ray George, 9910 Public Service Trainee (CETA), Recreation and Park - 6-17-75.  
Action: Approve.
- 5247-75 Yun K. Kim, 7560 Field Conservation Aide (CETA), Recreation and Park - 6-6-75.  
Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Refer to Manpower Office to explore other job possibilities under the CETA Program.
- 5248-75 Harold Meadors, 8207 Building and Grounds Patrolman (CETA), Public Utilities Commission (Municipal Railway) - 6-9-75.  
Action: Approve.
- 5249-75 Darryl Pilcher, 2585 Medical Steward (CETA), Public Health (Emergency Hospital) - 6-23-75.  
Action: Approve.
- 5250-75 Lyle M. Rank, 2528 Medical Steward (CETA), Public Health (County Jail) - 6-10-75.  
Action: Over to meeting of July 21, 1975.
- 5251-75 Kirk Walker, 9910 Public Service Trainee (CETA), REcreation and Park - 6-17-75.  
Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5252-75 Lucy T. Patterson, 1424 Clerk Typist 17/E-2, Public Health (CMHS-Continuing Care Service) - 6-30-75.  
Action: Approve.
- 5253-75 Olivia Strambler, 1424 Clerk Typist 36/E-181, Finance and Records (Public Administrator-Guardian) - 6-6-75.  
Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

- 5205-75. Alice Breslow, 2250 Director of Clinical Services 11/P1, Public Health (Community Mental Health Services) - 5-30-75.  
June 16, 1975: Over to meeting of July 7, 1975.  
Action: Reinstate to position in class from which promoted, Class 2576 Supervising Clinical Psychologist.
- 5257-75 Graham McMullan, 7429 Automotive Mechanic Foreman V2/P-3, Public Utilities Commission (Municipal Railway) - 5-29-75.  
Action: Disapprove. Reinstate to position as 7429 Automotive Mechanic Foreman without back pay.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5254-75 James Keyes, 3595 School Aide I 437/E-1, S.F. Unified School District - 6-20-75.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5255-75 Robert K. Sykes, 2903 Eligibility Worker 170/E7, Social Services (AFDC) - 6-13-75.
- Action: Return name to eligible list not under waiver. Not to be certified again to a position under the same supervisor.
- 5256-75 Charles St. Thomas, 7334 Stationary Engineer 38/E-16, Public Utilities Commission (S.F. Water Department, Peninsula Division) - 6-6-75.
- Action: Return name to eligible list under waiver of appointment, this waiver to remain in effect until medically cleared by the Civil Service Commission Examining Physician.

UNDER SUBMISSION:

- 5084-75 Johnny Velasquez, 8304 Deputy Sheriff V-24/E-6, Office of the Sheriff - 2-28-75.
- March 17, 1975: Over to meeting of May 5, 1975.  
May 5, 1975: Over to meeting of June 16, 1975.  
June 16, 1975: Under submission, decision to be announced at a later date.
- Action: June 20, 1975 - return Mr. Velasquez's name to the list of eligibles not under waiver of appointment.



CIVIL SERVICE COMMISSION OF SAN FRANCISCOREGULAR MEETING - JULY 7, 19754:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

ELECTION OF OFFICERS:

Action: New officers elected as follows:

President - Joseph C. Tarantino  
Vice President - William Jack Chow  
Commissioner - Robert J. Costello

MINUTES:

Regular Meeting of June 16, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

0012-73 Survey of one position in Class 1424 Clerk Typist located at the San Francisco Public Library.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1424 Clerk Typist (Sch. 22.3) to Class 1202 Personnel Clerk (Sch. 24.5) when such action does not adversely affect the incumbent.
2. Amend Section 631010 of the Annual Salary Ordinance accordingly.

0055-75 Request for reconsideration of Civil Service Commission action of May 19, 1975 - request to classify two positions budgeted as 7302 Audio-Visual Technician, S.F. Unified School District, Instructional Support Services Division.

May 19, 1975 - Action: Adopt Staff Report.

Action: Over to meeting of July 21, 1975.

0121-75 Request to survey one vacant 1444 Clerk Stenographer position, Recreation and Park Department.

Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position to a 1446 Senior Clerk Stenographer; amend Section 651010A of the Annual Salary Ordinance accordingly.

0228-75 Survey of one vacant 1444 Clerk Stenographer position in the Adult Probation Department.

Action: Adopt Staff Report.

1. Reclassify one 1444 Clerk Stenographer position (Sch. 23.3) to a 1430 Transcriber Typist position (Sch. 23.3).
2. Amend Section 111010 of the Annual Salary Ordinance accordingly.

0314-75 Survey of one vacant position in Class B512 General Clerk Typist located in the Permit Bureau of the San Francisco Police Department.

Action: Adopt Staff Report.





CLASSIFICATION AND PAY: (continued)

1. Reclassify one position in Class B512 General Clerk Typist (Sch. 24.5, \$323-388 BW) to Class 1426 Senior Clerk Typist (Sch. 25.5, \$338-406 BW)
2. Amend Section 161011 of the Annual Salary Ordinance accordingly.

0397-74 Re hearing of request from William J. Murphy, Attorney at Law, on behalf of Mr. William R. Giessner, Mr. Robert T. Cockburn and Mr. Mark Noonan for status rights to certain levels in the Sanitary Engineering series of classifications (per Court Order).

June 17, 1974: Adopt Staff Report.

Action: Over to meeting of July 21, 1975, at request of William J. Murphy.

0405-75 Disability benefits survey in Section 16.170 of the San Francisco Administrative Code.

June 30, 1975: Over to meeting of July 7, 1975.

Action: Over to meeting of July 21, 1975.

0423-75 Classification of 11 positions approved in the 1975-76 budget of District Attorney's Office to staff the campaign practices and child support programs.

Action: 1. Classify one position as 8182 Head Attorney and amend Annual Salary Ordinance Section 141010 accordingly.  
2. Refer to staff the classification of the ten other positions indicated in the report. Staff to consult with District Attorney's Office and report back.

0424-75 Modification of compensation schedules for groups and crafts having collective bargaining agreements in Section 8.403 of the Charter.

Action: Adopt Staff Report as amended; forward to Board of Supervisors on or before Monday, July 7, 1975. (Vote of 2 to 0. Commissioner Costello abstaining.)

0407-75 Request of the Board of Supervisors for the suspension of overtime provisions as provided in Section 1.3 of the Annual Salary Ordinance.

Action: Adopt Staff Report. Approve request for the suspension of overtime provisions for Class 8220 Sergeant at Arms for the Board of Supervisors for the period July 1, 1975 - December 31, 1975.

IN-SERVICE ACTIVITIES:

2266-75 Request for reconsideration of staff's denial of sick leave with pay for Gwendolyn Steiner under the provisions of Section 16.170 of the Administrative Code.

June 2, 1975: Over to meeting of June 16, 1975.

June 16, 1975: Over to meeting of July 7, 1975.

Action: Over to meeting of July 21, 1975.

MISCELLANEOUS:

3030-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8601-8775

Action: Approve.



MISCELLANEOUS: (continued)

- 3031-75 Requests from departments to backdate requisitions:
- T-40330 3208 Pool Lifeguard PTAN 6-16-75 Recreation and Park
- Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 4838-75 Appeal of staff's denial to amend eligible list E-5 for Class 5278 Planner II.
- June 16, 1975: Over to meeting of July 7. No further continuances will be permitted.
- Action: Adopt Staff Report. Deny appeals.
- 4840-75 Appeal of staff's denial to amend scope of the examination (written and athletic portions) for Class 8204 Institutional Policeman.
- Action: Adopt Staff Report. The written examination should be required of all candidates for Class 8204. The athletic test should be required but should be modified from 30 sit-ups to 25 and from 2 minutes 15 seconds for the five hundred yard shuttle run to 2 minutes 30 seconds.
- 4869-75 Appeal of staff's denial re terms of examination announcement for Class 7221 Asphalt Plant Foreman..
- Action: Over to meeting of July 21, 1975.
- 4382-75 Protests re promotive eligible list P-1 for Class 2124 Director of Admissions.
- June 16, 1975: Over to the next meeting.
- Action: Adopt Staff Report. Cancel the 2124 Director of Admissions promotive and entrance announcements issued September 6, 1974 and December 13, 1974 respectively: nullify the resulting examination and tentative eligible lists P-1 and E-1 posted March 19, 1975.
- Advise the Public Health Director to review the experience requirements previously established for this examination by his office. Following this review, the Public Health Director should advise the Civil Service Personnel Department of his recommended requirements for a new 2124 Director of Admissions examination.
- (Vote of 2 to 1. Commissioner Chow dissents.)
- 4900-75 Appeal of staff's denial of protests of Qualifications Appraisal Ratings for Class 5208 Civil Engineer examinations.
- Action: Under submission. Decision to be announced at a later date.
- 4921-75 Appeal of staff's denial on minimum requirements for promotional examination issued April 25, 1975 for 2910 Social Worker.
- Action: 1. Separate examination announcement for the Department of Public Health only to be issued. Refer to staff the request to hold the 2910 Social Worker examination on an entrance basis.



RECRUITMENT AND EXAMINATIONS: (continued)

2. Approve staff recommendation that a bachelor's degree be required. Applicants not possessing this degree may participate in the examination but will remain under waiver of appointment until meeting this requirement. Appeal of Local 400 relative to bachelor's degree requirement taken under submission.
3. Approve staff recommendation that an M.S.W. degree from an accredited school of social work be substituted for the experience requirement. Graduate units or degrees in other fields will not be qualifying.
4. Approve staff recommendation that professional social casework experience may substitute for the experience requirement.
5. Reissue examination announcement with a beginning date of September 1, 1975.
6. Employees in the next lower rank who are permanent and pass their probationary period but have not completed two years' full time experience may participate in the examination but will remain under waiver of appointment until the requirement is met.

UNDER SUBMISSION

4818-75      Appeal of staff's denial of protests of Qualifications Appraisal Ratings for Class 5240 Electrical Engineer examination.

June 16, 1975: Under submission. Decision to be announced at a later date.

Action: June 20, 1975 - Adopt Staff Report. Deny appeals of Joe F. De Graca, Daniel Lee, and Frank F. Pombo.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 7, 1975

4:00 P.M.

- ADDENDUM -

CLASSIFICATION AND PAY:

0429-75 Rates of pay for certain employees in Class 9910 Public Service Trainee, fiscal year 1974-75.

Action: Over to Special Meeting of July 10, 1975.

0432-75 Review of Personal Services Contracts, Department of Public Health, Community Mental Health Services.

Action: Contracts reviewed, allow for a period of 60 days; authorization subject to final approval of the General Manager, Personnel, that all necessary conditions have been met.

0433-75 Review of Personal Services Contract between the Office of the Mayor and Joseph H. Bermudez.

Action: Contract reviewed. Forward to Purchaser of Supplies. The term of this agreement shall be from July 1, 1975, to and including June 30, 1976.

IN-SERVICE ACTIVITIES:

2384-75 Request the Honorable Board of Supervisors to ask the State Attorney General to place the Civil Service Commission on the list of agencies authorized to receive California Department of Justice Records.

Action: Request the Honorable Board of Supervisors to ask the State Attorney General to include the Civil Service Commission on the list of agencies authorized to receive California Department of Justice Records (rap sheets).

2385-75 Request for approval to authorize the General Manager, Personnel, to accept funds from the California State Personnel Board for the positions of WIN/COD Program Coordinators.

Action: Approve request and forward to the Board of Supervisors.

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*Calendar - Action Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 52A - CITY HALL

SPECIAL MEETING - JULY 10, 1975

9:30 A.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

JUL 10 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

CLASSIFICATION AND PAY:

0429-75 Rates of pay for certain employees in Class 9910 Public Service Trainee, fiscal year 1974-75.

Action: Approve the following rates of pay effective July 1, 1974, and December 24, 1974, for employees hired under four programs in Class 9910 Public Service Trainee, CETA Program, as recommended by the Manpower Office and authorized and funded by the United States Department of Labor:

<u>Department</u>	<u>Working Title</u>	<u>Number Positions</u>	<u>Old Rate</u>	<u>New Rate 7-1-74</u>	<u>New Rate 12-24-74</u>
Police	Youth Program Trainee	1	\$288 B/W	\$309 B/W	\$313 B/W
Police	Communications Dispatcher Trainee	16	283	304	308
Public Defender	Investigator Trainee	6	288	309	313
Public Health	Environmental Health Inspector Trainee	10	363	384	388

0424-75 Consideration of certification of Plumbers' supplementary trust agreements.

Action: Approve request of Local 38, United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry to include Group Supplemental Unemployment Benefit Trust at 20¢ per hour, and certify to the Board of Supervisors. (Vote of 2 to 0. Commissioner Costello abstains.)



*Calendar Action Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 3 - CITY HALL

SPECIAL MEETING - JULY 18, 1975

9:30 A.M.

PUBLIC - A. F.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

Item  
Number

CLASSIFICATION AND PAY:

0424-75      Reconsideration of Supplementary Unemployment Benefit Trusts in Collective Bargaining Agreements subject to the provisions of Charter Section 8.403 - also review of Savings Trust, Sheet Metal Workers.

Action: 1. Decertify Savings Trust, Sheet Metal Workers (\$1.20 per hour), and notify Board of Supervisors accordingly.

2. Certify Supplementary Unemployment Benefit Trust, Sheet Metal Workers (25 cents per hour), and forward to Board of Supervisors.

Vote of 2 to 0. Commissioner Costello abstaining.



*Calvin - Not Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 3 - CITY HALL

SPECIAL MEETING - JULY 21, 1975

10:00 A.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Excused: Commissioner Costello  
Commissioner Tarantino presided.

Item  
Number

CLASSIFICATION AND PAY:

- 0424-75      Reconsideration of Supplementary Unemployment Benefit Trusts in Collective Bargaining Agreements subject to the provisions of Charter Section 8.403 - also review of Savings Trust, Sheet Metal Workers.
- Action: 1. Rescind action of Special Meeting of July 18, 1975, relative to decertification of Savings Trust, Sheet Metal Workers (\$1.20 hour).
2. Certify that portion of Savings Trust, Sheet Metal Workers, which is utilized for holidays as verified by documentation to be submitted by Sheet Metal Workers, Local 104 and the Sheet Metal Contractors Association.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JULY 21, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5259-75 John Joseph Anthony, 9102 Transit Car Cleaner 32/E-2, Public Utilities Commission (Municipal Railway) - 6-26-75.

Action: Approve.

5260-75 Gale Hope, 2903 Eligibility Worker 120/E-7, Social Services - 7-7-75.

Action: Approve.

5261-75 Stanley P. Solomons, 2903 Eligibility Worker 89/E-3, Social Services - 7-8-75.

Action: Approve.

5262-75 Baldwin Jay, 7560 Field Conservation Aide (CETA), Recreation and Park - 6-27-75.

Action: Approve.

5263-75 Roberta Taylor, 2830 Public Health Nurse 9/E-11, Public Health (Public Health Nursing) - 7-3-75.

Action: Approve.

RESIGNATIONS:

5264-75 Larry Ray Bristow, 8207 Building and Grounds Patrolman (CETA), Public Utilities Commission (Municipal Railway) - 6-2-75.

Action: Approve. Not to be certified again to Public Utilities Commission.

5265-75 John A. Lopez, S104 Motorman V36/E-103, Public Utilities Commission (Municipal Railway) - 6-8-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

5266-75 Daniel P. McMahon, 2320 Registered Nurse 9/E-331, Public Health (S.F. General Hospital) - 5-12-75.

Action: Approve.

5267-75 Jerry L. Reidell, 1630 Account Clerk 76/E-11, S.F. Unified School District - 6-16-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to San Francisco Unified School District.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5241-75 Bifer Brown, 1424 Clerk Typist, Social Services (Management Services) 6-17-75.

July 7, 1975: Over to meeting of July 21, 1975.

Action: Approve. Refer to Employment Counseling to explore other job possibilities.

5250-75 Lyle M. Rank, 2528 Medical Steward (CETA), Public Health (County Jail) - 6-10-75.

July 7, 1975: Over to meeting of July 21, 1975.

Action: Approve.

5268-75 Michael J. Bunyard, 7560 Field Conservation Aide (CETA), Public Works - 6-17-75.

Action: Approve.

5269-75 Martin McGrath, 7560 Field Conservation Aide (CETA), Public Works (Street Cleaning) - 6-27-75.

Action: Approve.

5270-75 Atanacio A. Ramirez, 7560 Field Conservation Aide (CETA), Public Works (Street Cleaning) - 6-25-75.

Action: Approve.

5271-75 Artis Rodney Robinson, 9910 Public Service Trainee (CETA), Mayor's Office of Manpower - 6-25-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of CSC Staff after satisfactory completion of 6 months' work experience outside the City and County service. Not to be certified again to Mayor's Office of Manpower.

5272-75 Arnold Romer, 2714 Janitor (CETA), Public Utilities Commission (Municipal Railway) - 5-18-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5273-75 William E. Bradd, S102 Conductor 345/E-111, Public Utilities Commission (Municipal Railway) - 6-16-75.

Action: Over to meeting of August 4, 1975.

5274-75 Sandra Lusinschi, 2310 Operating Room Technician 3/E-2, Public Health (S.F. General Hospital) - 7-7-75.

Action: Cancel all current examination and eligibility status. Refer to Employment Counseling to explore other job possibilities.

5275-75 Hanna Missaalefua, 1424 Clerk Typist 420/E-181, Juvenile Court (Log Cabin Ranch School) - 7-8-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Juvenile Court

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Promotive)

5276-75 Ralph W. Black, 9332 Piledriver Foreman V4/P-1, Port Commission - 7-7-75.

Action: Over to meeting of August 4, 1975.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 21, 1975

4:00

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

Item  
Number

MINUTES:

Regular Meeting of July 7, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

- 0055-73 Request for reconsideration of Civil Service Commission action of May 19, 1975 - request to classify two positions budgeted as 7302 Audio-Visual Technician, S.F. Unified School District, Instructional Support Services Division.
- May 19, 1975: - Action: Adopt Staff Report.  
July 7, 1975: Over to meeting of July 21, 1975.
- Action: Over to the meeting of August 4, 1975.
- 0146-74 Request to survey one vacant position in Class 3632 Librarian II, Hetch Hetchy Water and Power.
- Action: Adopt Staff Report.
1. Reallocate one position in Class 3632 Librarian II (Sch. 33.1 \$1041M1255) to Class 1844 Sr. Management Assistant (Sch. 36.4 \$1216M1465).
  2. Amend Annual Salary Ordinance Section 755080 accordingly.
- 0262-75 Request to survey one vacant clerical position, Central Office, Department of Public Health.
- Action: Adopt Staff Report. Reclassify one vacant 1424 Clerk Typist position (Sch. 23.5 \$309-370 - 1975-76) to 1426 Sr. Clerk Typist (Sch. 25.5 \$338-406 - 1975-76); amend Section 513010 of the Annual Salary Ordinance accordingly.
- 0365-75 Survey of one vacant 1430 Transcriber Typist position, S.F. Unified School District.
- Action: Adopt Staff Report. Reclassify subject position in Class 1430 Transcriber Typist (Sch. 24.5) to 1424 Clerk Typist (Sch. 23.5); advise S.F. Unified School District to amend its Annual Salary Resolution accordingly.
- 0397-74 Re hearing of request from William J. Murphy, Attorney at Law, on behalf of Mr. William R. Giessner, Mr. Robert C. Cockburn and Mr. Mark Noonan for status rights to certain levels in the Sanitary Engineering series of classifications (per Court Order).
- June 17, 1974: Adopt Staff Report.  
July 7, 1975: Over to meeting of July 21, 1975, at request of William J. Murphy.
- Action: Over to the meeting of September 2, 1975, at request of William J. Murphy.



CLASSIFICATION AND PAY: (continued)

- 0405-75      Disability benefits survey in Section 16.170 of the San Francisco Administrative Code.
- June 30, 1975:    Over to meeting of July 7, 1975.  
                July 7, 1975:    Over to meeting of July 21, 1975.
- Action:    Over to meeting of August 4, 1975.

IN-SERVICE ACTIVITIES:

- 2266-75      Request for reconsideration of staff's denial of sick leave with pay for Gwendolyn Steiner under the provisions of Section 16.170 of the Administrative Code.
- June 2, 1975:    Over to meeting of June 16, 1975.  
                June 16, 1975:    Over to meeting of July 7, 1975.  
                July 7, 1975:    Over to meeting of July 21, 1975.
- Action:    Off Calendar.
- 2286-75      Appeal of medical rejection from David D. DeCot for Class 7345 Electrician.
- June 2, 1975:    Refer to medical appeals specialist at own expense.
- Action:    Find medically qualified.
- 2399-75      Appeal of medical rejection from George Gulbengay for Class 9210 Airport Policeman.
- Action:    Refer to medical appeals specialist at own expense.
- 2400-75      Appeal of medical rejection from D. Douglas Dorman from Class 9210 Airport Policeman.
- Action:    Refer to medical appeals specialist at own expense.
- 2309-75      Salary determination for Catherine Perry.
- Action:    Adopt Staff Report and forward to Controller's Office.
- 2373-75      Proposed Charter Amendment, amending Section 8.340 to provide that the probationary period shall be one year for entrance positions of uniform rank of the S.F. International Airport Police Force (File No. 300-75).
- Action:    Adopt Staff Report and forward to Board of Supervisors.

MISCELLANEOUS:

- 3032-75      From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers:    71751-7157515
- Action:    Approve.
- 3033-75      Requests from departments to back date requisitions:
- T-40075    Staff Assistant IV    6-1-75    Adult Probation Department
- Action:    Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

4869-75 Appeal of staff's denial re terms of examination announcement for Class 7221 Asphalt Plant Foreman.

July 7, 1975: Over to meeting of July 21, 1975.

Action: Adopt Staff Report. Deny appeal of Cyrus Wentworth.

4949-75 Appeal of staff's denial to amend scope of the examination for Class 6106 Sanitary Engineering Technician.

Action: Over to meeting of August 4, 1975.

4968-75 Appeal of staff's denial of protests of Qualifications Appraisal Rating for Classes 9130, 9150, 9162, and 9170 in the Transit Series.

Action: Adopt Staff Report. Deny appeal of Alfred Grayson.

4973-75 Protests on ratings, Q2 Police Officer examination.

Action: 1. Find John Farnham medically qualified as to hearing.  
2. Find Nicholas Repovich qualified as to background.  
3. Appeal of Anthony Pulvirenti over to the meeting of September 2, 1975.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 21, 1975

4:00 P.M.

- ADDENDUM -

Item  
Number

IN-SERVICE ACTIVITIES:

2352-75 Proposed Charter Amendment, adding Section 3.539 - 1 and amending Sections 6.408 and 8.559 - 10, regarding police and security functions at the San Francisco Airport (File No. 312-75).

June 30, 1975 - Action: Adopt Staff Report and forward to Board of Supervisors.

Action: 1. Rescind action of June 30, 1975.

2. Deny Staff Report. Endorse proposed Charter Amendment and notify the Board of Supervisors accordingly.

Vote of 2 to 1. Commissioner Tarantino dissents.

2410-75 Review of proposed amendment to Section 8.324 of the Charter - Veterans' Preference in examinations.

Action: Adopt Staff Report and forward to the Board of Supervisors.

RECRUITMENT AND EXAMINATIONS:

4972-75 Adoption of the eligible lists for Classes Q2 Police Officer and 8274 Police Cadet.

Action: Adopt Staff Report.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 4, 1975

4:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

AUG 15 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

MINUTES:

Regular Meeting of July 21, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

0477-75 Certification of wage schedules for platform employees, coach and bus operators and trainees of the Municipal Railway for 1975-76 and conditions and benefits of employment which may be fixed by the Board of Supervisors for 1975-76.

Action: Adopt Staff Report; certify wage schedules; forward to the Board of Supervisors in accordance with Section 8.404 of the Charter. (Vote of 2 to 0. Commissioner Costello abstaining.)

0478-75 Survey of monthly rates paid to police officers and firemen in California cities of at least 100,000 population.

Action: Adopt Staff Report; certify rates to Board of Supervisors in accordance with Section 8.405 of the Charter. (Vote of 2 to 0. Commissioner Costello abstaining.)

0055-73 Request for reconsideration of Civil Service Commission action of May 19, 1975 - request to classify two positions budgeted as 7302 Audio-Visual Technician, S.F. Unified School District, Instructional Support Services Division.

May 19, 1975: - Action: Adopt Staff Report.  
July 7, 1975: Over to meeting of July 21, 1975.  
July 21, 1975: Over to meeting of August 4, 1975.

Action: Sustain action of May 19, 1975. Deny request.

0405-75 Disability benefits survey in Section 16.170 of the San Francisco Administrative Code.

June 30, 1975: Over to meeting of July 7, 1975.  
July 7, 1975: Over to meeting of July 21, 1975.  
July 21, 1975: Over to meeting of August 4, 1975.

Action: Over to meeting of August 18, 1975.

0439-75 Request of the Director of Public Health for renewal of Personal Services Contract between Department of Public Health and McCoy's Patrol Service.

Action: Adopt Staff Report. Renewal of Personal Services Contract reviewed; forward contract to Purchaser of Supplies.



CLASSIFICATION AND PAY: (continued)

0466-75 Classification of one new position in the Department of Public Health, Medical Clinic, Juvenile Court.

Action: Adopt Staff Report. Classify one new position as a 2232 Senior Physician Specialist (Sal. Sch. 49.9 \$1052B1273, equivalent monthly \$2297M2779); amend Salary Ordinance Section 533010 accordingly.

0479-75 Classification of two positions for the Commission on the Status of Women.

Action: Adopt Staff Report. Adopt the following two new classes and allocate one position to each:

1. A. 1186 Coordinator, Commission on the Status of Women (J,Z \$20,000/year).
- B. 1843 Associate Coordinator, Commission on the Status of Women (J,Z, Sch. 36.4, \$557B671 - \$1216M1465).
2. Delete the following two budgeted positions:
  - A. "A101 Coordinator" (\$20,000/year).
  - B. 1844 Sr. Management Assistant (Sch. 36.4, \$557B671, \$1216M1465).
3. Amend Section 150010 of the Annual Salary Ordinance accordingly.

0481-75 Amendment of specification for Class 4261 Real Property Appraiser; establishment of a trainee level.

Action: Adopt Staff Report.

1. Amend specification for Class 4261 to include a sub-classification for trainee: 4261T Real Property Appraiser Trainee (J, \$416BW flat).
2. Amend Annual Salary Ordinance Section 115010 accordingly.

1N-SERVICE ACTIVITIES:

2397-75 Correction of certification and seniority dates for John H. Tennyson, S102 Conductor.

Action: Adopt Staff Report and forward to Municipal Railway.

MISCELLANEOUS:

3034-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers:

7-15-75	16-20	7-21-75	1	7-25-75	1-3
7-16-75	1-6	7-22-75	1	7-28-75	1-5
7-17-75	1	7-23-75	1		
7-18-75	1	7-24-75	1-10		

Action: Approve.

3035-75 Requests from departments to back date requisitions and extensions:

T-40364	Ext. 2714	Janitor	7-1-75	Civic Auditorium
T-43374	Ext. 7338	Lineman	4-22-75	PUC, Hetch Hetchy
T-50096	7372	Stationary Engineer	7-5-75	Public Works
T-41053	Ext. 7372	" "	7-1-75	" "
T-50035	Ext. 7372	" "	7-20-75	" "
T-50113	7372	" "	7-14-75	" "

Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

- 4941-75      Appeal of staff's denial of Bernard Shew's eligibility for Veterans' Preference in the following examinations: 9179 Assistant Transportation Division Superintendent, 9180 Transportation Division Superintendent, 9156 Senior Claims Investigator, 9157 Claims Adjuster.
- Action: Adopt eligibility lists for Classes 9179 and 9180 as posted. Refer to staff. Staff to consult with City Attorney.
- 4949-75      Appeal of staff's denial to amend scope of the examination for Class 6106 Sanitary Engineering Technician.
- July 21, 1975: Over to meeting of August 4, 1975.
- Action: Adopt Staff Report.
- 4966-75      Appeal of staff's denial of protest of Qualifications Appraisal Rating for 8330 Director, Boys' Ranch School.
- Action: Adopt Staff Report. Deny appeal of Nicholas J. Haloski.
- 40106-75     Protests of the examination announcement for Class 4261 Real Property Appraiser.
- Action: Adopt Staff Report.
1. Cancel the July 27, 1975, examination announcement for Class 4261 Real Property Appraiser.
2. Refer the matter to staff for issuance of a revised announcement.
3. Create a trainee level in the Real Property Appraiser series, by amending the class specification for 4261 Real Property Appraiser.
- 40113-75     Examination announcement for Class 2910 Social Worker, Department of Public Health only, per Civil Service Commission action of July 7, 1975.
- Action: Adopt Staff Report.
- 40117-75     Correction of 5210 Senior Civil Engineer Eligible List P-6 concerning Veterans' Preference allowance.
- Action: Adopt Staff Report. Correct the 5210 Senior Civil Engineer eligible list by revising Merrill R. Cohn's rank from V-4 with 884.23 points to 11.5 with 854.23 points.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - AUGUST 4, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

AUG 15 1975

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SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5294-75 Reginald A. Jones, 7560 Field Conservation Aide (CETA), Recreation and Park - 7-8-75.  
Action: Approve.
- 5279-75 Dorothy Malowney, 2903 Eligibility Worker, Social Services - 10-25-74.  
Action: Approve.
- 5280-75 Rudy Perez, 7560 Field Conservation Aide (CETA), Recreation and Park - 7-1-75.  
Action: Approve.
- 5281-75 Willie Simlin, 1708 Senior Telephone Operator 12/E-3, Juvenile Court (Probation Department) - 7-15-75.  
Action: Approve.
- 5282-75 Thelma Viray, 1404 Clerk 11/E-14, Social Services - 6-27-75.  
Action: Approve.

RESIGNATIONS:

- 5283-75 Moyra Contreras, 2320 Registered Nurse 7/L-329, Public Health (S.F. General Hospital) - 4-1-75.  
Action: Approve. Not to be certified again to Department of Public Health (San Francisco General Hospital).
- 5284-75 Sarah Leong, 1404 Clerk 25/E-15, Public Health, (S.F. General Hospital) - 6-24-75.  
Action: Approve.
- 5285-75 Karen Rosenbeck, 2320 Registered Nurse 3/E-221, Public Health (S.F. General Hospital) - 6-13-75.  
Action: Approve. Not to be certified again to Department of Public Health (San Francisco General Hospital).

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5286-75 Cassandra A. Clark, 2903 Eligibility Worker (CETA), Social Services - 7-15-75.  
Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5287-75 Shirleetha Holmes, 1424 Clerk Typist (CETA), Public Health (Central Office) - 7-29-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5273-75 William E. Bradd, S102 Conductor 345/E-111, Public Utilities Commission (Municipal Railway) - 6-16-75.

July 21, 1975: Over to meeting of August 4, 1975.

Action: Approve.

5288-75 Alicia Cabuco, 1444 Clerk Stenographer 12/E-259, Public Utilities Commission (Municipal Railway) - 7-30-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Public Utilities Commission.

5289-75 Dolores Davis, 2302 Orderly 79/E-301, Public Health (Laguna Honda Hospital) - 7-8-75.

Action: Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Return name to eligible list not under waiver.

5290-75 Wilson G. Leverett, 2714 Janitor 172/E-58, Fine Arts Museums - 7-28-75.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of 6 months' work experience outside the City and County service. Not to be certified again to Fine Arts Museums.

5291-75 Willie Wade, 2714 Janitor 5/E-59, Airports Commission - 7-18-75.

Action: Over to meeting of August 18, 1975.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5276-75 Ralph W. Black, 9332 Piledriver Foreman V4/P-1, Port Commission - 7-7-75.

July 21, 1975: Over to meeting of August 4, 1975.

Action: Over to meeting of August 18, 1975.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5292-75 Charles Husbands, 2903 Eligibility Worker, Social Services - 7-16-75.

Action: Approve.

5293-75 Steven R. Jones, 2903 Eligibility Worker, Social Services - 7-18-75.

Action: Approve. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of 6 months' work experience outside the City and County service.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - AUGUST 18, 1975

2:00 P.M.

DOCUMENTS

SEP 4 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5298-75 Kristine Knockum, 1424 Clerk Typist 25/P-31, Public Health (Community Mental Health Services) - 7-25-75.

Action: Approve

RESIGNATIONS:

5299-75 Frances J. Ball, 2320 Registered Nurse 12/E-341, Public Health (Community Mental Health Services) - 7-14-75.

Action: Approve.

5300-75 Lillian Brodnax, 2654 Cook 6/E-15, Public Health (Laguna Honda Hospital) - 7-7-75.

Action: Approve. Not to be certified again to Department of Public Health (Laguna Honda Hospital)

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5301-75 Jose Diaz, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning) - 7-22-75.

Action: Approve.

5302-75 Steve Lee, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 7-17-75.

Action: Approve.

5303-75 Steve G. Pacheco, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning) - 7-18-75.

Action: Approve.

5304-75 Gary Reed, 8202 Watchman CETA, San Francisco Public Library - 8-6-75.

Action: Approve.

5305-75 Jerry Robinson, 2736 Porter CETA, Public Health (Central Office) - 7-14-75.

Action: Approve.

5306-75 Dennis D. Turner, 1424 Clerk Typist CETA, Public Works (Building Inspection) - 7-8-75.

Action: Approve.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS (continued)

5307-75 Charles White, 7530 Street Cleaner, Public Works (Street Cleaning and Planting) - 7-10-75.

Action: Approve. Not to be certified again to Department of Public Works.

TERMINATIONS OF PROBATIONARY APPOINTMENTS (entrance)

5308-75 Juanita Bishop, 2702 Janitress 4/E-6, Airports Commission - 8-2-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Airports Commission.

5309-75 Gloria Grayson, 1444 Clerk Stenographer 3/E-10, Public Health (San Francisco General Hospital) - 8-7-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Department of Public Health.

5310-75 John A. Osborne, S102 Conductor 353/E-111, Public Utilities Commission (Municipal Railway) - 6-23-75.

Action: Over to meeting of August 28, 1975.

5311-75 Alicia Rosario, 2320 Registered Nurse 3/E-350, Public Health (San Francisco General Hospital) - 7-16-75.

Action: Approve.

5312-75 Barbara Shackelford, 2302 Orderly 77/E-301, Public Health (Laguna Honda Hospital) - 7-31-75.

Action: Approve.

5291-75 Willie Wade, 2744 Janitor 5/E-59, Airports Commission - 7-18-75.

August 4, 1975: Over to meeting of August 18, 1975.

Action: Return name to eligible list not under waiver. Not to be certified again to Airports Commission.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5295-75 Kirby Alexander, 9211 Airport Police Sergeant V5/P-3, Airports Commission - 8-5-75.

Action: Reinstate to position as 9211 Airport Police Sergeant without back pay.

5276-75 Ralph W. Black, 9332 Piledriver Foreman V4/P-1, Port Commission - 7-7-75.

July 21, 1975: Over to meeting of August 4, 1975.

Aug. 4, 1975: Over to meeting of August 18, 1975.

Action: Restore to position from which promoted.

5315-75 Doris Perkins, 2812 Chief Deputy Registrar 1/P-2, Public Health (Central Office) - 8-15-75.

Action: Restore to position from which promoted.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5213-75 Lawrence Foster, 2724.4 School Custodian - Part Time 101/E-52, San Francisco Unified School District - 7-28-75.

Action: Approve. Not to be certified again to San Francisco Unified School District.

5214-75 Lynda Henderson, 2702 Janitress 8/E-6, Airport Commission - 7-28-75.

Action: Return name to eligible list not under waiver. Not to be certified again to Airports Commission.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 18, 1975

4:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

SEP 4 1975

Item  
Number

SAN FRANCISCO  
PUBLIC LIBRARY

MINUTES:

Regular Meeting of August 4, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

0405-75 Disability benefits survey in Section 16.170 of the San Francisco Administrative Code.

June 30, 1975: Over to meeting of July 7, 1975.  
July 7, 1975: Over to meeting of July 21, 1975.  
July 21, 1975: Over to meeting of August 4, 1975.  
Aug. 4, 1975: Over to meeting of August 18, 1975.

Action: Refer to staff.

0464-75 Survey of six clerical positions, Municipal Railway, Public Utilities Commission.

Action: Adopt Staff Report.

1. Reclassify six clerical positions in the Municipal Railway, Public Utilities Commission as follows:

<u>Current Class</u>		<u>Recommended Class</u>			
3 - 1920 Inventory Clerk	(25.7, \$745M843)	1630 Account Clerk	(24, \$690M827)		
1 - 1602 Cal. Mach. Opr.	(24 690M827)	"	"	"	"
1 - 1426 Sr. Clerk Typist	(25.5 738M886)	"	"	"	"
1 - 1424 Clerk Typist	(23.5 675M808)	"	"	"	"

2. Amend Annual Salary Ordinance Section 735010 to reflect this action.

0496-75 Request to classify four budgeted positions in Class 1220 Payroll Clerk, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify four positions in Class 1220 Payroll Clerk (Sal. Sch. 26.0 \$755M904).
2. Advise the San Francisco Unified School District to amend Sections 661999, 662010 and 666030 of the Annual Salary Resolution accordingly.

0502-75 Classification of four new 8112 Assistant Court Clerk positions in the Office of the County Clerk.

Action: Adopt Staff Report. Classify four new positions in Class 8112 Assistant Court Clerk (Sch. 30.9 \$943M1133); amend Annual Salary Ordinance Section 225010 accordingly.



CLASSIFICATION AND PAY: (continued)

0508-75 Classification of nine new positions, Department of Public Health, Division of Outpatient Clinic.

Action: Adopt Staff Report. Classify nine positions approved in the 1975-76 budget as follows:

1. Classify positions as follows in existing classifications:

<u>Budgeted Class</u>	<u>Salary Schedule</u>	<u>No. Pos.</u>	<u>Recommended Class</u>	<u>Salary Schedule</u>
Unit Manager	32.3 (\$460B554)	1	1842 Management Asst.	33.4 (\$485B583)
Health Worker II	23.0 (\$302B362)	2	2586 Health Worker II	23.0 (\$302B362)
Sr. Clerk Steno	26.0 (\$346B414)	1	1446 Sr. Clerk Steno	28.0 (\$379B453)
Orientation Co-ordinator	34.3 (\$505B608)	1	1232 Training Officer	34.9 (\$519B625)
Driver Messenger	23.5 (\$309B370)	2	2586 Health Worker II	23.0 (\$302B362)
Health Care Audit Technician	26.3 (\$351B420)	1	*Defer classification pending further study by staff.	

2. Establish new classification: 2561 Optometrist (Sal. Sch. 40.0 J,Z \$658B796); allocate one budgeted position thereto.
3. Amend class specification: 2586 Health Worker II (Sal. Sch. 23.0 \$302B362) per amended class specification.
4. Amend Section 557010 of the Annual Salary Ordinance accordingly.

0509-75 Survey of two positions in the Investment Division of the Employees Retirement System.

Action: Adopt Staff Report.

1. Reallocate one position currently in Class 1114 Chief of Investments (Sch. 49.8 Z \$2288M2766) to a new class of 1115 Chief Investments Officer (Sch. 51.3 J,Z \$2456M2973); grant status to incumbent.
2. Allocate one new position to Class 4330 Investment Specialist (Sch. 39.6 \$1412M1705) and amend class specification to reflect duties of this position in the Employees Retirement System.
3. Amend Annual Salary Ordinance Section 697080 to reflect these actions.

0514-75 Designated bilingual positions for Fiscal Year 1975-76.

Action: Adopt Staff Report. Approve four Chinese and two Spanish designated bilingual positions for Juvenile Court for Fiscal Year 1975-76.

0515-75 Salary survey to determine prevailing rates of pay for Fiscal Year 1976-77.

Action: Adopt Staff Report and forward to the Board of Supervisors.

IN-SERVICE ACTIVITIES:

2024-75 Appeal of denial by the Department of Public Health of Carol Koback's request for educational leave.

Action: Adopt Staff Report. Approve request for educational leave from September 15, 1975, through June 28, 1976.



IN-SERVICE ACTIVITIES: (continued)

- 2354-75 Appeal of denial by the San Francisco Unified School District of Jane Dusowsky's request for educational leave.  
Action: Adopt Staff Report. Deny request.
- 2399-75 Appeal of medical rejection from George Gulbengay for Class 9210 Airport Policeman.  
July 21, 1975: Refer to medical appeals specialist at own expense.  
Action: Adopt Staff Report. Sustain medical rejection.
- 2400-75 Appeal of medical rejection from D. Douglas Dorman for Class 9210 Airport Policeman.  
July 21, 1975: Refer to medical appeals specialist at own expense.  
Action: Adopt Staff Report. Sustain medical rejection.

MISCELLANEOUS:

- 3036-75 From the heads of various departments requesting authorization to make non-civil service appointments:  
  
Oral authorization numbers: 7-29-75 1  
7-31-75 1  
8-5-75 1-3  
8-8-75 1-55  
8-12-75 1  
  
Action: Approve.
- 3037-75 Requests from departments to back date requisitions and extensions:  
  
T-53878 5360 Jr. Civil Draftsman 7-1-75 Municipal Railway  
T-50132 Ext. 7372 Stationary Engineer, SP 7-27-75 Public Works  
  
Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 4881-75 Appeal of staff's denial of protest of oral rating in the examination for Class 2320 Registered Nurse, Emergency Hospital Services.  
Action: Over to Special Meeting of August 28, 1975.
- 40151-75 Appeal of staff's denial of protests re terms of examination announcement for Class 3416 Gardener.  
Action: Deny appeals of Raymond J. Shanahan and Joseph G. Bennett.  
  
Allow applicants with one year qualifying experience who possess an A.A. degree in horticulture or an equivalent degree to participate in the examination. If successful, such applicants will be placed under waiver of appointment until they possess the required two years of experience.
- 40152-75 Appeal of staff's denial of protest of Qualifications Appraisal Rating in the promotive examination for Class 1142 County Clerk.  
Action: Revise Qualifications Appraisal Rating of Robert J. Hare, deleting rating of one Qualifications Appraisal Board Member. Adopt list as amended.



RECRUTIMENT AND EXAMINATIONS: (continued)

- 40146-75 Appeal of staff's denial of protest of Qualifications Appraisal Rating in the promotive examination for Class 8308 Sheriff's Sergeant.
- Action: Grant Francis J. Smyth the minimum passing score of 70% in the Qualifications Appraisal Rating for Class 8308 Sheriff's Sergeant.
- 40163-75 Appeal of staff's denial of protests re terms of the announcements for 4132 Convention Facilities Manager and 4130 Convention Facilities Assistant Manager.
- Action:
1. Appeal of Sal Priolo over to the Special Meeting of August 28.
  2. Appeal of Harold L. Gheno off Calendar.
  3. Find Roger Mialocq qualified under the terms of the Class 4132 examination announcement; adjust beginning date to reflect this action.
  4. Find John Woods qualified under the terms of the Class 4130 examination announcement; adjust qualifying salary schedule to reflect this action.
- 40147-75 Appeal of staff's denial of Key protests of examination for Class 9212 Airfield Safety Officer.
- Action: Over to the Special Meeting of August 28, 1975.





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# SAN FRANCISCO CIVIL SERVICE COMMISSION

JOSEPH C. TARANTINO  
WILLIAM JACK CHOW  
ROBERT J. COSTELLO

President  
Vice President  
Commissioner

BERNARD ORSI General Manager, Personnel

# SPECIAL MEETING

Room 52A Basement, City Hall

August 28, 1975, 9:30 a.m.

Present: Commissioner Tarantino  
Commissioner Costello  
Excused: Commissioner Chow  
Commissioner Tarantino presided

## SEPARATIONS FROM SERVICE:

### TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5310-75 John A. Osborne, S102 Conductor 353/E-111, Public Utilities Commission (Municipal Railway) - 6-23-75.

August 18, 1975: Over to the Special Meeting of August 28, 1975.

Action: Approve.

### CLASSIFICATION AND PAY:

0420-74 Survey of one position in Class 3568 Administrative Assistant, Center of Asian Art and Culture.

Action: Adopt Staff Report.

1. Establish new class of 3589 Assistant Director, Administrative, Center of Asian Art and Culture (Sal. Sch. 39.4 \$1399M1687, as recommended by the department).
2. Reallocate one position of 3568 Administrative Assistant, Center of Asian Art and Culture (Sal. Sch. 34.4, \$1109M1334) to this new class when it will not adversely affect the incumbent.
3. Amend Annual Salary Ordinance Section 622010 accordingly.

0514-75 Survey of Class 1828 Budget Analyst, Board of Supervisors

Action: Under submission. Decision to be announced at a future date.

0530-75 Adoption of new Classification 9998 Staff Aide, CETA.

Action: Adopt Staff Report.

1. Adopt Class 9998 Staff Aide, CETA, with a salary of \$384BW flat, \$10,000 annually.
2. Establish new Section 151099, to reflect this classification and the rate of pay therefor, with no positions enumerated.

0539-75 Request from the San Francisco Unified School District to extend exemption of Class 1275 Director of Classified Personnel and Employee Relations from the Civil Service provisions of the Charter for a period of one year effective September 1, 1975.

Action: Approve request to extend exemption of Class 1275 Director of Classified Personnel and Employee Relations, San Francisco Unified School District, effective September 1, 1975, through June 30, 1976.



IN-SERVICE ACTIVITIES:

2094-75 Four proposed Charter amendments.

Action: No recommendation to proposed amendments to Sections 3.100-1, 8.345, and 8.405. Oppose proposed amendment to Section 8.452.

RECRUITMENT AND EXAMINATIONS:

4881-75 Appeal of staff's denial of protest of oral rating in the examination for Class 2320 Registered Nurse, Emergency Hospital Services.

August 18, 1975: Over to the Special Meeting of August 28, 1975.

Action: Adopt Staff Report. Deny appeal of Patricia A. Stum.

4995-75 Appeal of staff's denial of protest of oral rating for Class 2320 Registered Nurse, San Francisco General Hospital.

Action: Over to meeting of September 2, 1975.

40141-75 Appeal of staff's denial of protest re rejection of application for Class 4332 Assistant Chief of Investments examination.

Action: Find Roy Drury qualified to participate in the examination for Class 4332 Assistant Chief of Investments.

40163-75 Appeal of staff's denial of protests re terms of the announcements for 4132 Convention Facilities Manager and 4130 Convention Facilities Assistant Manager.

August 18, 1975: Appeal of Sal Priolo over to the Special Meeting of August 28, 1975.

Action: Find Sal Priolo qualified under the terms of the examination announcement for Class 4132; adjust the salary schedule to reflect this action.

40211-75 Appeal of staff's denial of protest of rejection of application for Class 2806 Disease Control Investigator.

Action: Adopt Staff Report. Deny appeal of Roberta Simmons.

40147-75 Appeal of staff's denial of Key protests of examination for Class 9212 Airfield Safety Officer.

August 18, 1975: Over to the Special Meeting of August 28, 1975.

Action: Allow responses 3 and 4 to item #87; eliminate item #96; deny all other appeals. Adopt Key as amended.

40192-75 Appeal of staff's denial of Key protest of examination for Class 1936 Senior Storekeeper.

Action: Adopt Staff Report. Deny appeal of Eugene R. Stagnaro. Adopt Key as amended.



*Calendar*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO  
PUBLIC HEALTH AUDITORIUM  
THIRD FLOOR, 101 GROVE

SPECIAL MEETING - SEPTEMBER 2, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Costello  
Excused: Commissioner Chow  
Commissioner Tarantino presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5318-75 Graciela Castellero, 1424 Clerk Typist CETA, San Francisco  
Community College (Skills Center) - 8-6-75.  
Action: Approve.
- 5319-75 Melvin Paul Cavalier, 8316 Assistant Counselor I/E3,  
Juvenile Court (Juvenile Hall) - 8-1-75.  
Action: Approve.
- 5320-75 Kenneth Doeckel, 1430 Transcriber Typist 3/E27, Department  
of Social Services - 8-4-75.  
Action: Approve.
- 5321-75 Liverta HaraIson, 1426 Senior Clerk Typist 41/E74, Public  
Health (Community Mental Health Services) - 7-29-75.  
Action: Approve.

RESIGNATIONS:

- 5322-75 Johnny J. Bostic, Q2 Policeman V7/E60, San Francisco Police  
Department (Juvenile Bureau) - 7-31-75.  
Action: Approve. Cancel all current examination and  
eligibility status. Future applications subject to review  
and approval of Civil Service Commission staff after  
satisfactory completion of six months' work experience  
outside the City and County service. Not to be certified  
again to the San Francisco Police Department.
- 5323-75 Sidney Gotler, S104 Motorman 283/E107, Public Utilities  
Commission (Municipal Railway) - 7-28-75.  
Action: Approve. Future employment subject to medical  
clearance by the Civil Service Commission Examining  
Physician.
- 5324-75 Richard A. Jones, S102 Conductor 42/E109, Public Utilities  
Commission (Municipal Railway) - 7-25-75.  
Action: Approve. Cancel all current examination and  
eligibility status. Future applications subject to review  
and approval of Civil Service Commission staff after  
satisfactory completion of six months' work experience  
outside the City and County service. Not to be certified  
again to the Public Utilities Commission.
- 5325-75 Robert D. Symonds, 8214 Parking Controlman 24/E9,  
San Francisco Police Department (Traffic Bureau) - 8-5-75.  
Action: Approve.



RESIGNATIONS: (continued)

5326-74 Patrick A. Vassar, 1424 Clerk Typist 35/E185, Public Works (Central Office) - 7-31-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5327-75 Charles Clance, 3208 Pool Lifeguard CETA, Recreation and Park Department - 8-1-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5328-75 Daune P. Colvin, 1402 Jr. Clerk CETA, San Francisco Community College - 8-13-75.

Action: Approve.

5329-75 Morris Gillis, 9910 Public Service Trainee CETA, Office of the Public Defender - 8-11-75.

Action: Refer to staff.

5330-75 Frank Herron, 7560 Field Conservation Aide CETA, Recreation and Park Department - 8-6-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5331-75 Billy Ray Jones, 8202 Watchman LT, Public Utilities Commission (Municipal Railway) - 8-13-75.

Action: Approve.

5332-75 Willie Kittling, 2736 Porter CETA, Public Health (Laguna Honda Hospital) - 7-28-75.

Action: Over to the meeting of September 15, 1975.

5333-75 David Ranalli, 3610 Library Assistant CETA, Public Library - 8-15-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5334-75 James W. Kinner, 7332 Maintenance Machinist V13/E5, Public Utilities Commission (Municipal Railway) - 8-1-75.

Action: Return name to list not under waiver. Not to be certified again to the Public Utilities Commission.

5335-75 John Wall, 1736 Computer Operator V4/E4, Controller - 8-19-75.

Action: Approve.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5336-75 James Weathersby, 2736 Porter 8/E51, Public Health  
(Laguna Honda Hospital) - 8-6-75.

Action: Return name to list not under waiver.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5337-75 Thomas F. Spillane, 2142 Assistant Administrator,  
San Francisco General Hospital 5/P1, Public Health  
(San Francisco General Hospital) - 8-22-75.

Action: Recess consideration of this matter to  
September 13, 1975, 9 a.m., Room 3, City Hall.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5338-75 John H. McGary, 7530 Street Cleaner 30/E8, Public Works  
(Street Cleaning) - 8-6-75.

Action: Return name to list under waiver of appointment  
until evidence presented that satisfactory progress is  
being made in a rehabilitation program.

5339-75 Maurice Waldon, 2304 Psychiatric Orderly V1/P1, Public  
Health (Community Mental Health Service) - 8-15-75.

Action: Over to meeting of September 15, 1975.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 2, 1975

4:00 P.M.

DOCUMENTS

PUBLIC LIBRARY

Present: Commissioner Tarantino  
Commissioner Costello  
Excused: Commissioner Chow  
Commissioner Tarantino presided.

Item  
Number

MINUTES:

Regular Meeting of August 18, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

0397-74 Rehearing of request from William J. Murphy, Attorney at Law, on behalf of Mr. William R. Giessner, Mr. Robert T. Cockburn, and Mr. Mark Noonan for status rights to certain levels in the Sanitary Engineering series of classifications (per Court Order).

June 17, 1974: Adopt Staff Report.

July 7, 1975: Over to meeting of July 21, 1975, at request of William J. Murphy.

July 21, 1975: Over to meeting of September 2, 1975, at request of William J. Murphy.

Action: Over to meeting of October 6, 1975, at request of William J. Murphy.

0422-75 Request to classify three newly budgeted positions in the Payroll Division, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify the following positions:  
2 - 1220 Payroll Clerk (Sal. Sch. 26.0 \$755M904)  
1 - 1424 Clerk Typist (Sal. Sch. 23.5 \$675M808)
2. Advise the Community College District to amend the Annual Salary Resolution accordingly.

0499-75 Request to classify one budgeted position in Class 8310 Sheriff's Lieutenant, Sheriff's Department.

Action: Adopt Staff Report.

1. Classify one budgeted position in Class 8310 Sheriff's Lieutenant (Sal. Sch. 37.1 \$1255M1515).
2. Amend Annual Salary Ordinance Section 173010A accordingly (remove asterisk).

0501-75 Request to classify 38 positions in Class 2672 Children's Center Assistant Housemother, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify 38 budgeted part-time positions in Class 2672 Children's Center Assistant Housemother (\$3.82-4.55 Hr.)
2. Advise the San Francisco Unified School District to amend its Annual Salary Resolution accordingly.



CLASSIFICATION AND PAY: (continued)

0503-75 Survey of five vacant Q-2 Policewoman positions in the San Francisco Police Department.

Action: Adopt Staff Report.

1. Reclassify five vacant Q-2 Policewoman positions (\$1337M1387) to Class Q-2 Police Officer (\$1337M1387).
2. Amend Annual Salary Ordinance Section 161010 accordingly.
3. Allocate future vacancies in Class Q-2 Policewoman to Class Q-2 Police Officer.
4. Abolish Class Q-2 Policewoman when all eleven positions in the Police Department have been reclassified.

0512-75 Amendment to the Annual Salary Ordinance, 1975-76, reflecting changes in the compensation schedules of Court Reporters in the Municipal and Superior Courts.

Action: Adopt Staff Report. Amend Sections 155010 and 179010 of the Annual Salary Ordinance effective July 1, 1975, to reflect changes in the compensation schedules of Classes 0710 Phonographic Reporter and 0350 Court Reporter in the Municipal and Superior Courts per proposed Salary Ordinance amendment.

MISCELLANEOUS:

3038-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8-8-75 1-75

Action: Approve.

3039-75 Requests from departments to back date requisitions and extensions:

T-46251/P-5868-1 Ext. 2322 Head Nurse 7-1-75 Public Health  
T-40662/P-9075.1 Ext. 5252 Asst. Mech. Eng. 7-1-75 Public Works

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

4146-75 Protest of eligibility of George R. O'Donoghue, tentative eligible in examinations for 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

March 3, 1975: Adopt Staff Report as amended. Place under waiver of appointment in both classes for six months.  
Waiver not to be withdrawn until reviewed by Civil Service Commission. Protestants to be informed of date of any new hearing.

Action: Remove March 3, 1975, waiver of appointment for George R. O'Donoghue for Classes 9211 Airport Police Sergeant (3/P-3) and 9215 Airport Police Lieutenant (6/P-1) effective close of business September 2, 1975.

4973-75 Protests on ratings, Q-2 Police Officer examination.

July 21, 1975: Appeal of Anthony Pulvirenti over to meeting of September 2, 1975.

Action: Find Anthony Pulvirenti qualified as to background in the examination for Q-2 Police Officer.



RECRUITMENT AND EXAMINATIONS: (continued)

40198-75 Q-2 Police Officer examinations - Special Report.

Action: Deny appeal of Joyce Marie Evans. Remove name from eligible list.

4995-75 Appeal of staff's denial of protest of oral rating for Class 2320 Registered Nurse, San Francisco General Hospital.

August 28, 1975: Over to meeting of September 2, 1975.

Action: Adopt Staff Report. Deny appeal of Dorothy F. Custus.

UNDER SUBMISSION:

CLASSIFICATION AND PAY:

0514-75 Survey of Class 1828 Budget Analyst, Board of Supervisors.

August 28, 1975: Under submission.

Action: Adopt Staff Report.

1. Adopt new class of 1831 Budget Coordinator and Analyst, Board of Supervisors, with a Sal. Sch. of 52.1 as recommended by the department (\$1169B1414; \$2552M3087; \$30,628Y37,047).
2. Reallocate one position in Class 1828 Budget Analyst \$1305BW flat; \$34,191Y) to the above new class.
3. Abolish Class 1828 Budget Analyst.
4. Amend Annual Salary Ordinance Section 181012 accordingly.





SAN FRANCISCO CIVIL SERVICE COMMISSION

JOSEPH C. TARANTINO  
WILLIAM JACK CHOW  
ROBERT J. COSTELLO

President  
Vice President  
Commissioner

BERNARD ORSI General Manager, Personnel

# SPECIAL MEETING

Room 3, First Floor, City Hall

September 13, 1975, 9 a.m.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

SEP 19 1975

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

SEPARATION FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENT:

5337-75 Thomas F. Spillane, 2142 Assistant Administrator,  
San Francisco General Hospital 5/Pl, Public Health  
(San Francisco General Hospital) - 8-22-75.

September 2, 1975: Recessed consideration until  
September 13, 1975, 9 a.m.,  
Room 3, City Hall.

Action: Under submission. Decision to be  
announced at a later date.



*Call date - Action Taken*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - SEPTEMBER 15, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

DOCUMENTS

SEP 19 1975

SAN FRANCISCO  
PUBLIC LIBRARY

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5343-75 Jeanette Bailey, 2302 Orderly 15/E-28, Public Health (Laguna Honda Hospital) - 8-1-75.  
Action: Approve.

5344-75 Maria Bious, 2302 Orderly 41/E-289, Public Health (Laguna Honda Hospital) - 8-1-75.  
Action: Over to Special Meeting of September 29, 1975.

5345-75 Lillie Booth, 2302 Orderly 1/E-124, Public Health (Laguna Honda Hospital) - 8-1-75.  
Action: Over to Special Meeting of September 29, 1975.

5346-75 Michael E. Cassidy, 7530 Street Cleaner 138/E-1, Public Works (Street Cleaning) - 8-15-75.  
Action: Approve.

5347-75 George A. Echavarri, 7560 Field Conservation Aide CETA, Recreation and Park - 8-11-75.  
Action: Approve.

5348-75 Nancy Miller, 2320 Registered Nurse 1/E-217, Public Health (S.F. General Hospital) - 6-18-75.  
Action: Approve.

5349-75 Allan H. Moulton, 7560 Field Conservation Aide CETA, Recreation and Park - 8-11-75.  
Action: Approve.

5350-75 Johnnie M. Reed, 2994 Homemaker 21/E-1, Social Services - 9-2-75.  
Action: Approve.

5351-75 Eugene R. Smith, S102 Conductor 61/E-99, Public Utilities Commission (Municipal Railway) - 7-31-75.  
Action: Approve.

5352-75 Yvonne Watts, 2302 Orderly 4/E-278, Public Health (Laguna Honda Hospital) - 8-1-75.  
Action: Over to Special Meeting of September 29, 1975.

5353-75 Robert L. Wilson, 2714 Janitor 58/E-57, Public Works (Building Repair) - 8-20-75.  
Action: Over to Special Meeting of September 29, 1975.



AUTOMATIC RESIGNATIONS: (continued)

5366-75 Raymond Anderson, 2724 School Custodian V9/E-51, S.F. Unified School District - 8-25-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

RESIGNATIONS:

5354-75 Letecia Duran, 2320 Registered Nurse 15/E-339, Public Health (Laguna Honda Hospital) - 6-24-75.

Action: Approve.

5355-75 Patricia J. Kucera, 2320 Registered Nurse 13/E-181, Public Health (S.F. General Hospital) - 7-10-75.

Action: Approve. Not to be certified again to San Francisco General Hospital.

5356-75 Barbara Mayfield, 2320 Registered Nurse 42/E315, Public Health (S.F. General Hospital) - 6-30-75.

Action: Over to Special Meeting of September 29, 1975.

5357-75 Leonard H. Sweetman, Q2 Police Officer 68/E-36, S.F. Police Department - 8-25-75.

Action: Approve. No future examinations in the security series.

5358-75 Gene C. Westergaard, S102 Conductor 18/P-1, Public Utilities Commission (Municipal Railway) - 8-6-75.

Action: Approve. Not to be certified again to the Public Utilities Commission.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5359-75 James T. Barton, 2736 Porter CETA, Public Health (Central Office) - 8-22-75.

Action: Approve.

5360-75 Gary A. Briggs, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning) - 8-20-75.

Action: Over to Special Meeting of September 29, 1975.

5361-75 Raphael L. Dow, 7560 Field Conservation Aide CETA, S.F. Port. Commission - 8-8-75.

Action: Approve.

5332-75 Willie Kittling, 2736 Porter CETA, Public Health (Laguna Honda Hospital) - 7-28-75.

September 2, 1975: Over to meeting of September 15, 1975.

Action: Off Calendar. Mr. Kittling to notify the Civil Service Commission when prepared to proceed.

5362-75 Everett C. Milton, 2714 Janitor CETA, Public Works (Building Repair) - 8-7-75.

Action: Approve.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5363-75 Mary E. Jordan, 1424 Clerk Typist 56/E-2, Public Health (Community Mental Health Services) - 8-29-75.

Action: Return name to list not under waiver. Not to be certified again to the Continuing Care Program, Department of Public Health, Community Mental Health Services.

5364-75 Elvin McChesney, 1840 Jr. Management Assistant 15/E-4, Public Works (Building Inspection) - 8-25-75.

Action: Return name to all lists on which he has standing under waiver of appointment until medically cleared by the Civil Service Commission Examining Physician.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5365-75 Augusta Fields, 7530 Street Cleaner 7/E-8, Public Works (Street Cleaning) - 8-15-75.

Action: Return name to list not under waiver.

5339-75 Maurice Waldon, 2304 Psychiatric Orderly V1/P-1, Public Health (Community Mental Health Services) - 8-15-75.

September 2, 1975: Over to meeting of September 15, 1975.

Action: Approve.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 15, 1975

4:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

Item  
Number

MINUTES:

Regular Meeting of September 2, 1975:

Action: Approve.

CLASSIFICATION AND PAY:

Addendum

0146-74 Reconsideration of Civil Service Commission action of July 21, 1975, re survey of one vacant position in Class 3632 Librarian II, Hetch Hetchy Water and Power.

July 21, 1975: Adopt Staff Report.

Action: Adopt amended Staff Report.

1. Rescind previous action of July 21, 1975, Report 0146-74.

2. Reallocate one vacant position in Class 3632 Librarian II Sal. Sch. 33.1 \$1041M1255) to Class 1842 Management Assistant Sal. Sch. 33.4 \$1059M1273).

3. Amend the Annual Salary Ordinance Section 745080 accordingly.

0540-75 Survey of Harbor Maintenance Division of the Port of San Francisco.

Action: Over to Special Meeting of September 29, 1975.

Addendum

0423-75 Classification of 11 positions approved in the 1975-76 budget of District Attorney's Office to staff the campaign practices and child support programs.

July 7, 1975, action: 1. Classify one position as 8182 Head Attorney and amend Annual Salary Ordinance Section 141010 accordingly.  
2. Refer to staff the classification of the ten other positions indicated in the report. Staff to consult with District Attorney's Office and report back.

Action: Adopt Staff Report.

1. Classify one new position for Child Support Unit as Class 8180 Principal Attorney.

2. Classify two positions as Class 8147 Senior Investigator, District Attorney's Office.

3. Classify three positions as Class 8146 District Attorney's Investigator.

DOCUMENTS

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CLASSIFICATION AND PAY: (continued)

4. Classify one position requested in Class 1446 Senior Clerk Stenographer as Class 1450 Legal Stenographer.
5. Amend the Annual Salary Ordinance to reflect these actions.

MISCELLANEOUS:

- 3040-75 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 8876-8950
- Action: Approve.
- 3041-75 Requests from departments to back date requisitions:
- T-50030 3602 Library Page 8-12-75 Public Library
- Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40215-75 Appeal of staff's denial of protests re terms of the examination announcement for 4334 Investigator, Tax Collector.
- Action: Off Calendar.
- 40263-75 Appeal of rejection of applications for 4130 Convention Facilities Assistant Manager examination.
- Action: Find George Berkley qualified to participate in the examination for 4130 Convention Facilities Assistant Manager.
- 40264-75 Bibliographies to be used for the next examinations for Q50 Sergeant Police Department and Q35 Assistant Inspector Police Department.
- Action: Adopt Staff Report.
- 40262-75 Special Report re applicant for 2320 Registered Nurse examination.
- Action: Over to Special Meeting of September 29, 1975.
- 40265-75 Q2 Police Officer examination - Special Report re Jerry Stamps.
- Action: Adopt Staff Report.
- 40271-75 Q2 Police Officer examination - Special Reports.
- Action: Over to Special Meeting of September 29, 1975.
- 40273-75 Appeal of staff's denial of Key protest on examination for Class 7216 Electrical Transit Shop Foreman.
- Action: Adopt Staff Report. Change questions 78 and 79 from deny to eliminate. Adopt Key as amended.



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# SAN FRANCISCO CIVIL SERVICE COMMISSION

JOSEPH C. TARANTINO  
WILLIAM JACK CHOW  
ROBERT J. COSTELLO

President  
Vice President  
Commissioner

BERNARD ORSI General Manager, Personnel

# SPECIAL MEETING

Room 52A (Basement), City Hall

September 29, 1975, 3 p.m.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Costello  
Commissioner Tarantino presided.

Item  
Number

## SEPARATIONS FROM SERVICE:

### TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5368-75 Theopolis S. Davis, S104 Motorman 349/E-111, Public Utilities  
Commission (Municipal Railway) - 7-13-75.

Action: Return name to list under waiver of appointment until able  
to work assigned schedules.

### AUTOMATIC RESIGNATIONS:

5344-75 Maria Bious, 2302 Orderly 41/E-289, Public Health (Laguna Honda  
Hospital) - 8-1-75.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Approve.

5345-75 Lillie Booth, 2302 Orderly 1/E-124, Public Health (Laguna Honda  
Hospital) - 8-1-75.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Approve.

5352-75 Yvonne Watts, 2302 Orderly 4/E-278, Public Health (Laguna Honda  
Hospital) - 8-1-75.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Approve.

5353-75 Robert L. Wilson, 2714 Janitor 58/E-57, Public Works (Building  
Repair) - 8-20-75

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Off Calendar.

### RESIGNATION:

5356-75 Barbara Mayfield, 2320 Registered Nurse 42/E-315, Public Health  
(San Francisco General Hospital) - 6-30-75.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Not to be certified again to San Francisco General  
Hospital.



TERMINATION OF LIMITED TENURE APPOINTMENT:

5360-75 Gary A. Briggs, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning) - 8-20-75.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Approve.

CLASSIFICATION AND PAY:

0521-75 Request to classify three budgeted positions in Computer Services Division, S.F. Community College District.

Action: Adopt Staff Report.

1. Classify two budgeted positions in Class 1872 Programmer Analyst (Sal. Sch. 32.9 \$1033M1244) and one budgeted position in Class 1426 Senior Clerk Typist (Sal. Sch. 25.5 \$738M886).
2. Advise the College District to amend the Annual Salary Resolution accordingly.

0540-75 Survey of Harbor Maintenance Division of the Port of San Francisco.

September 15, 1975: Over to Special Meeting of September 29, 1975.

Action: Refer to staff. The General Manager, Personnel, to discuss with the Director of Public Works and report back at the meeting of October 23, 1975.

0557-75  
(0339-75) Correction of clerical error in classification of new position, 1975-76 budget, Department of Public Health, Community Mental Health Services, Northeast Mental Health Center.

June 2, 1975, action: Adopt Staff Report.

Action: Adopt Staff Report. Rescind Civil Service Commission action of June 2, 1975, classifying one new position 1975-76 budget, as a 3650 Medical Records Librarian (Sal. Sch. 29.6 \$891M1067); allocate subject position to Class 2112 Medical Records Technician (J \$370B444, \$808M969); amend Section 567017 of the Annual Salary Ordinance accordingly.

0566-75 Survey of one position in Class 1424 Clerk Typist, Real Estate Department.

Action: Adopt Staff Report. Reclassify one position in the Real Estate Department in Class 1424 Clerk Typist (\$309B370) to 1630 Account Clerk (\$316B379); amend Annual Salary Ordinance Section 245080 to reflect this action.

0573-75 Classification of four new positions (Supplemental Appropriation to San Francisco Port Budget 1975-76) San Francisco Port Commission.

Action: Over to the Special Meeting of October 23, 1975.

MISCELLANEOUS:

3042-75 Requests from departments to back date requisitions and extensions:

T-30042 (P.258.2) Ext.	1424 Clerk Typist	7-1-75	Manpower Office
T-40539 (P.258.4) Ext.	1446 Clerk Steno.	7-1-75	" "
T-50031	1426 Sr. Clerk Typist	7-25-75	Model Cities
T-53912	1424 Clerk Typist	9-5-75	PUC, Water
T-50244	1442 Jr. Cl. Steno., CETA	9-2-75	Public Works
T-50254	1626 Jr. Acct. Cl., CETA	9-2-75	" "

Action: Approve.





RECRUITMENT AND EXAMINATIONS:

- 40298-75      Appeal of staff's denial of protest re promotive announcement for 3632 Coordinator, Adult Library Services.
- Action:    Adopt Staff Report.    Deny appeal of Daniel Tatko.
- 40305-75      Appeal of staff's denial of protests re terms of the announcements for Classes B-152 Court Room Clerk and B-160 Law Clerk.
- Action:    Adopt Staff Report.    Deny appeals of Selma Lewin and Consuelo Suez.
- 40311-75      Appeal of staff's denial of protests re terms of the examination announcements for Classes 9155 Claims Investigator and 9159 General Claims Agent.
- Action:    1.    Appeal of Rodney Bartholomew over to meeting of October 6, 1975.  
                              2.    Deny appeals of Reed Jordan and Ernest J. Condon, Jr.
- 40299-75      Appeal of staff's denial of protests re terms of the examination announcement for Class 2922 Senior Medical Social Worker.
- Action:    Adopt Staff Report.
1.    Applicants who are in Class 2920 and who meet current qualifications, except for possession of Master of Social Work degree, may substitute two years of experience in Class 2922 in lieu of the required degree and be eligible for appointment to those positions which are not located at S.F. General Hospital and which do not come under the provisions of the Short-Doyle Act.
2.    Appeal of Vernon Phelps over to meeting of October 6, 1975.
- 40262-75      Special Report re applicant for 2320 Registered Nurse examination.
- Action:    Grant Florida Jackson permission to file for the 2320 Registered Nurse examination.
- 40271-75      Q2 Police Officer examination - Special Reports.
- September 15, 1975:    Over to Special Meeting of September 29, 1975.
- Action:    Adopt Staff Reports.



Calendar  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 6, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Costello  
Excused: Commissioner Chow  
Commissioner Tarantino presided.

MINUTES:

Regular Meeting of September 15, 1975:

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5372-75 Thomas Brennan, 1920 Inventory Clerk 18/E1, Public Health  
(San Francisco General Hospital) - 8-21-75.  
  
Action: Approve. Not to be certified again to the  
Department of Public Health.

5374-75 Edward J. Butler, 7560 Field Conservation Aide CETA,  
Recreation and Park Department - 9-16-75.  
  
Action: Approve.

5375-75 Thelma Eastman, 1424 Clerk Typist 223/E178, San Francisco  
Unified School District - 8-29-75.  
  
Action: Approve. Not to be certified again to the  
San Francisco Unified School District.

5376-75 Ronald G. Horlacher, 2910 Social Worker 2/E115, Department  
of Social Services - 9-16-75.  
  
Action: Approve.

5377-75 Harriet Johnson, 1402 Junior Clerk CETA, Public Health  
(Central Office) - 7-31-75.  
  
Action: Approve.

5378-75 Venson Leon, S102 Conductor 86/E108, Public Utilities  
(Municipal Railway) - 9-8-75.  
  
Action: Approve.

5379-75 Michael McMenamin, 7560 Field Conservation Aide CETA,  
Recreation and Park Department - 9-11-75.  
  
Action: Approve.

5380-75 Lena Saucedo, 2302 Orderly 20/E280, Public Health  
(Laguna Honda Hospital) - 9-5-75.  
  
Action: Approve.

5381-75 Edward C. Taylor, 2528 Medical Steward CETA, Public Health  
(Central Office) - 10-2-74.  
  
Action: Approve.

DOCUMENTS

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RESIGNATIONS:

5382-75 Walter C. Bainbridge, 2908 Hospital Eligibility Worker 9/E1, Public Health (San Francisco General Hospital) - 9-16-75.

Action: Approve. Not to be certified again to the Department of Public Health.

5383-75 Angella Bryant, 1424 Clerk Typist 429/E181, San Francisco Unified School District - 9-15-75.

Action: Approve.

5384-75 Johnnie L. Hall, S102 Conductor V133/E105, Public Utilities (Municipal Railway) - 8-14-75.

Action: Approve. Not to be certified again to Municipal Railway.

5385-75 Wayne Maston, 2302 Orderly V2/E290, Public Health (Laguna Honda Hospital) - 9-1-75.

Action: Approve.

5386-75 Irma A. Sanchez, 1426 Senior Clerk Typist 114/P86, Public Health (San Francisco General Hospital) - 8-28-75.

Action: Approve.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5387-75 Michael Green, 1404 Clerk CETA, Adult Probation - 9-23-75.

Action: Approve.

5388-75 Robert Greenfield, 2760 Laundry Worker CETA, Public Health (Laguna Honda Hospital) - 9-5-75.

Action: Approve.

5389-75 Donald Molaison, 2302 Orderly CETA, Public Health (Laguna Honda Hospital) - 9-12-75.

Action: Approve.

5390-75 Mark Rogers, 7560 Field Conservation Aide CETA, Recreation and Park - 9-16-75.

Action: Approve.

5391-75 Gilbert Sorro, 7560 Field Conservation Aide CETA, Recreation and Park Department - 9-11-75.

Action: Approve.

5392-75 Walter Turner, 2302 Orderly CETA, Public Health (Laguna Honda Hospital) - 9-5-75.

Action: Approve.

5393-75 Diane Van Dyke, 9910 Public Service Trainee CETA, Recreation and Park Department - 9-10-75.

Action: Approve.

5394-75 Craig Wilson, 2736 Porter CETA, Public Health (Laguna Honda Hospital) - 9-5-75.

Action: Approve.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5395-75 Edward Bailey, 1424 Clerk Typist 8/E177, Commission on the Aging - 9-23-75.
- Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5396-75 Maudie Fields, 1444 Clerk Stenographer 4/E254, Finance and Records (Tax Department) - 9-16-75.
- Action: Return name to list under waiver of appointment until medically cleared by Civil Service Commission Examining Physician.

TERMINATION OF TEMPORARY APPOINTMENT:

- 5397-75 Lester LeBlanc, 2714 Janitor 184/E58, Recreation and Park Department - 9-23-75.
- Action: Approve.

CLASSIFICATION AND PAY:

- 0397-74 Rehearing of request from William J. Murphy, Attorney at Law, on behalf of Mr. William R. Giessner, Mr. Robert T. Cockburn, and Mr. Mark Noonan for status rights to certain levels in the Sanitary Engineering series of classifications (per Court Order).
- June 17, 1974: Adopt Staff Report.
- July 7, 1975: Over to meeting of July 21, 1975, at request of William J. Murphy.
- July 21, 1975: Over to meeting of September 2, 1975, at request of William J. Murphy.
- Sept. 2, 1975: Over to meeting of October 6, 1975, at request of William J. Murphy.
- Action: Over to Special Meeting of October 23 at request of Albert Ambrose.
- 0419-75 Request to survey one vacant position in Class 1450 Principal Clerk Stenographer, Tax Collector's Office.
- Action: Adopt Staff Report.
1. Reclassify one vacant position in Class 1450 Principal Clerk Stenographer, Tax Collector's Office, (Sal. Sch. 28.0 \$827M989) to Class 1222 Senior Payroll and Personnel Clerk, (Sal. Sch. 28.0 \$827M989).
  2. Amend the Annual Salary Ordinance Section 261010 accordingly.
- 0564-75 Personal Services Contract between the Office of the Mayor and Armond DeMartini for professional services.
- Action: Over to the Special Meeting of October 23, 1975.
- 0560-75 Request to reclassify two vacant positions in Class 1630 Account Clerk, S.F. Community College District.
- Action: Adopt Staff Report.
1. Reclassify two vacant positions in Class 1630 Account Clerk (Sal. Sch. 24.0 \$690M827) to Class 1632 Senior Account Clerk (Sal. Sch. 27.0 \$790M947).
  2. Advise the College District to amend its Annual Salary Resolution accordingly.





CLASSIFICATION AND PAY: (continued)

0567-75 Classification of 19 new positions in the 1975-76 budget of the S.F. Community College District.

Action: Adopt Staff Report.

1. Allocate 18 new positions to budgeted classes.
2. Defer classification action on one position indicated by an asterisk in report.
3. Advise the College District to amend its Annual Salary Resolution accordingly.

0591-75 Amendment of Annual Salary Ordinance for 1972-73 and 1973-74 to reflect adjustments of health and welfare benefits and wages for 7347 Plumber and related classes as per Board of Supervisor's request.

Action: Over to Special Meeting of October 23, 1975.

MISCELLANEOUS:

3043-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 8951-9050

Action: Approve.

3044-75 Requests from departments to back date requisitions:

T-50023	2987 Community Representative	8-11-75	Commission on the
T-50024	9736 Staff Assistant II	8-11-75	Aging

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40280-75 Appeal of staff's denial to participate in the written examination for Class 8323 Senior Counselor, Boys' Ranch School.

Action: Adopt Staff Report. Deny request of Craig M. Brindley.

40299-75 Appeal of staff's denial of protests re terms of the examination announcement for Class 2922 Senior Medical Social Worker.

September 29, 1975: Appeal of Vernon Phelps over to meeting of October 6, 1975.

Action: Grant appeal of Vernon Phelps. Applicants who are in Class 2912 and who meet current qualifications, except for possession of Master of Social Work degree, may substitute two years of experience in Class 2922 in lieu of the required degree and be eligible for appointment to those positions which are not located at San Francisco General Hospital and which do not come under the provisions of the Short-Doyle Act.

40311-75 Appeal of staff's denial of protests re terms of the examination announcements for Classes 9155 Claims Investigator and 9159 General Claims Agent.

September 29, 1975: Appeal of Rodney Bartholomew over to meeting of October 6, 1975.

Action: Off Calendar. Appeal withdrawn.

40312-75 Appeal of staff's denial of protest re examination announcement for S102-S104 Conductor-Motorman.

Action: Adopt Staff Report. Deny appeal of James L. Heisterkamp.



RECRUITMENT AND EXAMINATIONS: (continued)

- 40330-75 Appeals concerning administration of 2528 Medical Steward examination for Department of Public Health Decentralized Personnel Unit.
- Action: Adopt Staff Report. Cancel 2528 Medical Steward examination.
- 40328-75 Requests for reconsideration of action of the Review Committee in establishing the key answers in the promotive examinations for Classes H22 Lt., Bureau of Fire Prevention and Public Safety, H24 Lt., Bureau of Fire Investigation, H32 Captain, Bureau of Fire Prevention and Public Safety, H40 Battalion Chief, and H50 Asst. Chief of Department held July 26, 1975.
- Action: Under submission. Decision to be announced at the Special Meeting of October 23, 1975. All references to names or any identifying factors will be removed from material submitted to the Commission for consideration.
- 40271-75 Q2 Police Officer examination - Special Reports.
- Action: 1. Appeal of Patricia Paris over to the Special Meeting of October 23, 1975.
2. Adopt Staff Report pertaining to James Merson.
3. Find Donald Peters, Nelson Lum, and Kerry Schmidt qualified as to background.
4. Sustain background rejection of Teresa Mocabee.
5. Place George Countouriotis and Kippie Locati under waiver of appointment for one year.

UNDER SUBMISSION:

TERMINATION OF PROBATIONARY APPOINTMENT:

- 5337-75 Thomas F. Spillane, 2142 Assistant Administrator, San Francisco General Hospital 5/Pl, Public Health (San Francisco General Hospital) - 8-22-75.
- September 2, 1975: Recessed consideration until September 13, 1975, 9 a.m.  
Room 3, City Hall
- September 13, 1975: Under submission. Decision to be announced at a later date.
- Action: Return to position from which promoted, Class 8336 Business Manager, Juvenile Court.



Calendar - Actions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO  
PUBLIC HEALTH AUDITORIUM  
THIRD FLOOR, 101 GROVE

DOCUMENTS

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SPECIAL MEETING - OCTOBER 23, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Alioto  
Commissioner Tarantino presided.

MINUTES:

Regular Meeting of October 6, 1975:

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5400-75 Michael Choy, 7560 Field Conservation Aide CETA, San Francisco Port Commission - 6-24-75.  
Action: Approve.
- 5401-75 Barbara Cotton, 1424 Clerk Typist 100/E181, Department of Social Services - 9-26-75.  
Action: Off Calendar.
- 5402-75 John Greenwood, 2903 Eligibility Worker 190/E7, Department of Social Services - 9-30-75.  
Action: Approve.
- 5403-75 Victor R. Hall, 7376 Sheet Metal Worker 15/E2, Public Works (Building Repair) - 9-23-75.  
Action: Approve.
- 5404-75 Robert Hargenrader, 2302 Orderly 45/E305, Public Health (Laguna Honda Hospital) - 9-24-75.  
Action: Approve.
- 5405-75 Patsy Harrison, 2302 Orderly 32/E304, Public Health (Laguna Honda Hospital) - 9-19-75.  
Action: Over to meeting of November 3, 1975.
- 5406-75 Roger A. Sheff, 2903 Eligibility Worker 189/E8, Department of Social Services - 9-17-75.  
Action: Approve.
- 5407-75 Norman Smith, 2903 Eligibility Worker 25/E6, Department of Social Services - 10-3-75.  
Action: Over to meeting of November 3, 1975.

RESIGNATIONS:

- 5408-75 Lucita Carandang, 2340 Operating Room Nurse 5/E38, Public Health (San Francisco General Hospital) - 9-16-75.  
Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.



RESIGNATIONS: (continued)

5409-75 Kendall C. Jones, 8226 Museum Guard 50/E5, Fine Arts Museums of San Francisco - 9-20-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Fine Arts Museums.

5410-75 Mary A. Kossick, 2320 Registered Nurse 36/E235, Public Health (San Francisco General Hospital) - 9-18-75.

Action: Approve. May request reinstatement pursuant to Civil Service Commission Rule 33. Future employment subject to medical clearance by the Civil Service Commission Examining Physician.

5411-75 Albert F. Robledo, 1424 Clerk Typist V16/E166, Public Health (San Francisco General Hospital) - 9-16-75.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Not to be certified again to San Francisco General Hospital.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5412-75 Edgar J. Castrillo, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 8-25-75.

Action: Approve. Not to be certified again to Department of Public Works.

5413-75 Bennett Fonsworth, 1402 Junior Clerk CETA, Public Health (San Francisco General Hospital) - 10-3-75.

Action: Approve.

5414-75 Inman E. Knicholis, 1424 Clerk Typist CETA, Public Works (Building Inspection) - 9-30-75.

Action: Approve. Not to be certified again to Department of Public Works.

5415-75 John Range, 9910 Public Service Trainee CETA, Recreation and Park Department - 9-24-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Recreation and Park Department.

5416-75 Mary Sanchez, 2903 Eligibility Worker CETA, Public Health (San Francisco General Hospital) - 9-26-75.

Action: Approve. Not to be certified again to San Francisco General Hospital.

5417-75 Toshiko Takahashi, 1630 Account Clerk CETA, Art Commission - 10-3-75.

Action: Over to meeting of November 3, 1975.

5418-75 Dolores Williams, 1424 Clerk Typist CETA, Public Health, (San Francisco General Hospital) - 9-30-75.

Action: Over to meeting of November 3, 1975.

5419-75 Kenneth Wilson, 7560 Field Conservation Aide CETA, Recreation and Park Department - 10-2-75.

Action: Approve.





TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5420-75 Raymond Raczkowski, 3525 Chief Museum Preparator 1/P1, Fine Arts Museums of San Francisco - 10-14-75.

Action: Return to position from which promoted, Class 3524 Principal Museum Preparator.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5421-75 Phyllis W. Griffith, 1424 Clerk Typist 51/E184, Department of Social Services - 9-26-75.

Action: Over to meeting of November 3, 1975. The Commission stipulated that this would be a final continuance.

5422-75 Bonnie L. King, 1424 Clerk Typist 56/E187, Public Utilities Commission (San Francisco Water Department) - 9-23-75.

Action: Approve. Not to be certified again to Public Utilities Commission.

CLASSIFICATION AND PAY:

0397-74 Rehearing of request from William J. Murphy, Attorney at Law, on behalf of Mr. William R. Giessner, Mr. Robert C. Cockburn and Mr. Mark Noonan for status rights to certain levels in the Sanitary Engineering series of classifications (per Court Order).

June 17, 1974: Adopt Staff Report.

July 7, 1975: Over to meeting of July 21, 1975, at request of William J. Murphy.

July 21, 1975: Over to meeting of September 2, 1975, at request of William J. Murphy.

Sept. 2, 1975: Over to meeting of October 6, 1975, at request of William J. Murphy.

Oct. 6, 1975. Over to Special Meeting of October 23 at request of Albert Ambrose.

Action: Off Calendar. Staff to consult with the City Attorney.

0540-75 Survey of Harbor Maintenance Division of the Port of San Francisco.

September 15, 1975: Over to Special Meeting of September 29, 1975.

September 29, 1975: Refer to staff. The General Manager, Personnel, to discuss with the Director of Public Works and report back at the meeting of October 23, 1975.

Action: Off Calendar.

0564-75 Personal Services Contract between the Office of the Mayor and Armond DeMartini for professional services.

Action: Adopt Staff Report. Approve Personal Services Contract with Armond DeMartini for professional services through October 8, 1976.

0570-75 Classification of one new position (budgeted 1975-76) S.F. Community College District, Computer Services Office.

Action: Adopt Staff Report.

1. Classify one new position in Class 1853 Control Clerk E.D.P. (Sch. 25.6 \$742M891).

2. Advise the S.F. Community College District to amend its Annual Salary Resolution accordingly.



CLASSIFICATION AND PAY: (continued)

- 0573-75      Classification of four new positions (Supplemental Appropriation to San Francisco Port Budget 1975-76) San Francisco Port.
- September 29, 1975: Over to Special Meeting of October 23, 1975.
- Action: Adopt Staff Report. Allocate four new positions for San Francisco Port Commission recommended Class 8207 Buildings and Grounds Patrolman (Sch. 27, \$790M948); amend Annual Salary Ordinance Section 775010B accordingly.
- 0578-75      Survey of one unclassified position, San Francisco Unified School District, Division of Supplies.
- Action: Refer to staff for further study. Over to meeting of November 3, 1975.
- 0591-75      Amendment of Annual Salary Ordinance for 1972-73 and 1973-74 to reflect adjustments of health and welfare benefits and wages for 7347 Plumber and related classes as per Board of Supervisor's request.
- October 6, 1975: Over to Special Meeting of October 23, 1975.
- Action: Adopt Staff Report. Submit Salary Ordinance amendments to Board of Supervisors.
- 0604-75      Request for compensation adjustment for Class 3406 Land Use Aide in accordance with the provisions of Section VII. B. (2), Salary Standardization Ordinance, 1975-76.
- Action: Adopt Staff Report. Approve request from Peter A. Brucato, 3406 Land Use Aide (Sch. 30.4, \$921M1109) for salary schedule adjustment to Sch. 33.7 \$1072M1290, retroactive to July 1, 1975 under the provisions of Section VII, B. (2), Salary Standardization Ordinance, 1975-76; amend Section 745010E of the Annual Salary Ordinance accordingly.
- 0608-75      Classification of 10 new positions in Class 8304 Deputy Sheriff, Office of the Sheriff; a supplemental appropriation submitted pursuant to Federal Court Order.
- Action: Adopt Staff Report. Classify 10 new positions in Class 8304 Deputy Sheriff (Sal. Sch. 31.9 \$895M1188); amend Annual Salary Ordinance Sections 173010B and 173010C accordingly.
- 0621-75      Request for clarification of Memorandum of General Manager, Personnel dated October 15, 1975, re Legal Holiday.
- Action: November 11, 1975, is the appropriate day for Platform Employees of the Municipal Railway to observe Veteran's Day.

IN-SERVICE ACTIVITIES:

- 2188-75      Appeal of the decision of the Superintendent of Schools to place employee on sick leave without pay.
- Action: Deny appeal of Johnnie Brown. Employee to remain on sick leave with pay if sick leave credits outstanding or on sick leave without pay until such time as he has presented evidence to the Civil Service Commission of satisfactory progress in a rehabilitation program and has been medically cleared by the Civil Service Commission Examining Physician.

MISCELLANEOUS:

- 3045-75      From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 9051-9150
- Action: Approve.



MISCELLANEOUS: (continued)

3046-75 Requests from departments to back date requisitions:

T-50061	9738	Staff Asst.	III	7-1-75	Sheriff's Office	
T-50062	9738	"	"	III	7-1-75	" "
T-50063	9732	"	Aide	II	7-1-75	" "
T-50064	9732	"	"	II	7-1-75	" "
T-50088	9732	"	"	II	8-1-75	" "
T-50089	9740	"	Asst.	IV	8-1-75	" "
T-50090	9742	"	"	V	8-1-75	" "
T-50099	9740	"	"	IV	8-1-75	" "
T-50107	9734	"	"	I	8-1-75	" "
T-50102	9734	"	"	I	8-1-75	" "

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40298-75 Request for reconsideration of Civil Service Commission action of September 29 re protest of promotive announcement for 3642 Coordinator, Adult Library Services.

September 29, 1975: Adopt Staff Report. Deny appeal of Daniel Tatko.

Action: Sustain action of September 29, 1975. Deny appeal of Daniel Tatko.

40367-75 Request for Veteran's Preference in Class H40 Battalion Chief examination for Robert E. Donohue.

Action: Award Veteran's Preference to Robert E. Donohue in the examination for H40 Battalion Chief.

40366-75 Appeal of staff's denial of protest of Key answer for Class 3632 Librarian II.

Action: Adopt Staff Report. Deny appeal of Blanche T. Maulet.

40271-75 Q2 Police Officer examination - Special Reports.

October 6, 1975: Appeal of Patricia Paris over to Special Meeting of October 23, 1975.

Action:

1. Appeal of Patricia Paris over to the meeting of November 3, 1975.
2. Find Phyllis Bischoff qualified as to background.
3. Refer Ruth Williams to participate in another Qualifications Appraisal examination.
4. Find Dennis Joyce qualified as to lumbrosacral standards.

UNDER SUBMISSION:

40328-75 Requests for reconsideration of action of the Review Committee in establishing the key answers in the promotive examinations for Classes H22 Lt., Bureau of Fire Prevention and Public Safety, H24 Lt., Bureau of Fire Investigation, H32 Captain, Bureau of Fire Prevention and Public Safety, H40 Battalion Chief, and H50 Asst. Chief of Department held July 26, 1975.

October 6, 1975: Under submission. Decision to be announced at the Special Meeting of October 23, 1975. All references to names or any identifying factors will be removed from material submitted to the Commission for consideration.



UNDER SUBMISSION: (continued)

Action: Adopt Staff Report.

Deny: Nos. 2,3,6,11,12,15,17,20,21,30,31,34,39,41,43,47,48,52,  
53,54,55,61,74,76,81,85,90,101,105,106,115,120,122,126,130,133,  
137,138,147,172,174,176,177,185,190,181 - 190.

Allow: No. 19 - allow 1 & 4, No. 38 - allow 1 & 4, No. 107 -  
change to 2.

Eliminate: Nos. 119,132,136,143.

Approve recommendations and adopt amended key.





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/ CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 3, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Chow  
Commissioner Alioto  
Commissioner Tarantino presided.

DOCUMENTS

SAN FRANCISCO  
PUBLIC LIBRARY

≡ MINUTES:

Special Meeting of October 23, 1975:

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5427-75 Jose Carmona, 9971 Community Worker, Sheriff (Rehabilitation Division) - 10-20-75.

Action: Approve.

5428-75 Priscilla Eng-Wong, 1424 Clerk Typist 6/E193, S.F. Unified School District (Commodore Stockton) - 10-6-75.

Action: Approve.

5405-75 Patsy Harrison, 2302 Orderly 32/E304, Public Health (Laguna Honda Hospital) - 9-19-75.

October 23, 1975: Over to meeting of November 3, 1975.

Action: Authorize withdrawal of automatic resignation.  
Return name to list not under waiver.

5429-75 Edward Moss, 2615 School Lunchroom Helper 4/E60, S.F. Unified School District - 10-6-75.

Action: Approve.

5430-75 Robert Santa Lucia, 1402 Junior Clerk CETA, Department of Social Services - 10-14-75.

Action: Approve.

5407-75 Norman Smith, 2903 Eligibility Worker 25/E6, Department of Social Services - 10-3-75.

October 23, 1975: Over to meeting of November 3, 1975.

Action: Off Calendar.

5431-75 Dennis Tufo, 7450 Shade and Drapery Man 1/E3, S.F. Unified School District - 10-2-75.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Examining Physician. Not to be certified again to S.F. Unified School District.

RESIGNATIONS:

5432-75 Kenneth D. Brown, 2528 Medical Steward CETA, Public Health (Central Office-County Jail #2) - 10-28-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory



RESIGNATIONS: (continued)

completion of six months' work experience outside the City and County service. Not to be certified again to Department of Public Health.

5433-75 Joseph J. Moore, S102 Conductor V14/E107, Public Utilities Commission (Municipal Railway) - 9-10-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

5434-75 Anita Schennek, S102 Conductor 91/E111, Public Utilities Commission (Municipal Railway) - 8-28-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5435-75 Ellen Curry, 2903 Eligibility Worker CETA, Public Health (S.F. General Hospital) - 10-3-75.

Action: Approve. Refer to Mayor's Office of Manpower to explore the possibilities of other employment.

5436-75 Wayne A. Shaw, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 10-6-75.

Action: Approve.

5417-75 Toshiko Takahashi, 1630 Account Clerk CETA, Art Commission - 10-3-75.

October 23, 1975: Over to meeting of November 3, 1975.

Action: Off Calendar.

5418-75 Dolores Williams, 1424 Clerk Typist CETA, Public Health (S.F. General Hospital) - 9-30-75.

October 23, 1975: Over to meeting of November 3, 1975.

Action: Approve. Refer to Mayor's Office of Manpower to explore the possibilities of other employment.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5437-75 Thomas Blake, 2736 Porter 9/E51, Public Health (Laguna Honda Hospital) - 10-17-75.

Action: Return name to list not under waiver.

5438-75 Curtis Jean, S104 Motorman 339/E111, Public Utilities Commission (Municipal Railway) - 8-6-75.

Action: Over to meeting of December 1, 1975.

5439-75 Socorro Malinao, 2736 Porter 10/E51, Public Health (Laguna Honda Hospital) - 9-25-75.

Action: Return name to list under waiver of appointment, this waiver to remain in effect until medically cleared.

5440-75 Nicole Mayrbaur1, 1446 Senior Clerk Steno. 6/E89, S.F. Unified School District - 10-10-75.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

Action: Return name to list not under waiver. Not to be certified again to S.F. Unified School District.

5441-75 Charles E. Mitchell, 7379 Electrical Transit Mechanic V9/E4, Public Utilities Commission (Municipal Railway) - 10-13-75.

Action: Return name to list under medical waiver.

5442-75 Parmjit Nijar, 5252 Assistant Mechanical Engineer 11/E5, Public Works (Engineering) - 10-15-75.

Action: Over to meeting of November 17, 1975.

TERMINATION OF TEMPORARY APPOINTMENT:

5421-75 Phyllis W. Griffith, 1424 Clerk Typist 51/E184, Department of Social Services - 9-26-75.

October 23, 1975: Over to meeting of November 3, 1975.

Action: Approve. Not to be certified again to Department of Social Services.

CLASSIFICATION AND PAY:

0578-75 Survey of one unclassified position, S.F. Unified School District, Division of Supplies.

October 23, 1975: Refer to staff for further study. Over to meeting of November 3, 1975.

Action: Adopt Staff Report.

1. Classify subject position in Class 1952 Purchaser (Sch. 36.7, \$1234M1487)
2. Advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly upon the Civil Service Commission's receipt that the two stipulations indicated in the Staff Report have been met.

0513-75 Request to classify two newly-budgeted positions for S.F. Community College District.

Action: Adopt Staff Report.

1. Classify one newly-budgeted position in Class 1426 Senior Clerk Typist (Sal. Sch. 25.5 \$738M886).
2. Classify one newly-budgeted position in Class 1452 Stenographic Secretary (Sal. Sch. 29.0 \$864M1037).
3. Advise the Community College District to amend its Annual Salary Resolution accordingly.

0589-75 Request to classify one newly-budgeted position in Class 1446 Senior Clerk Stenographer, Office of Chancellor-Superintendent.

Action: Over to meeting of November 17, 1975.

0616-75 Survey of Classes 1166 Director of Public Health and 2184 Administrator, S.F. General Hospital.

Action: Adopt Staff Report.

1. Establish new classes 2185 Administrator, San Francisco Medical Center J,Z Salary Schedule 55.8 \$1394-1690B/W, \$3044-3690 monthly (as recommended by the department) and 1168 Director, Health Care Services J,Z Salary Schedule 57.6 \$1520-1844BW, \$3316-4026 monthly (as recommended by the department).
2. Allocate one new position to each classification.



CLASSIFICATION AND PAY: (continued)

3. Abolish Class 1166 Director of Public Health, Z Salary Schedule 55.9 \$1401-1698B.W, \$3059-3707 monthly, and 2184 Administrator, S.F. General Hospital \$1298-1298B/W, \$2834-2834 monthly; abolish one position in each of these classifications.
4. Amend Sections 513010 and 557010 of the Annual Salary Ordinance.

0623-75

Classification of two new positions at the Port of San Francisco and the abolishment of an existing position: a supplemental appropriation.

Action: Adopt Staff Report.

1. Allocate one new position to Class 9384 Chief, Bureau of Administration and Finance, Port (Sal. Sch. 52.01 \$1169BW1414, \$2552-3087 monthly, Z).
2. Allocate one new position to Class 9388 Chief, Bureau of Maritime Activities (Sal. Sch. 52.1 \$1169BW1414, \$2552-3087 monthly, Z).
3. Abolish one position in Class 9383 Deputy Port Director, Maritime Affairs (Sal. Sch. 50.5 \$1087BW1310, \$2365-2860 monthly, Z).
4. Amend the Annual Salary Ordinance Section 775010 to reflect these actions.

0627-75

Classification of five new positions in the Office of the Sheriff: an emergency supplemental appropriation.

Action: Adopt Staff Report.

1. Allocate 3 new positions in the Office of the Sheriff to Class 8304 Deputy Sheriff, Sal. Sch. 31.9 \$451-544B/W, \$985-1188 monthly.
2. Allocate 2 new positions in the Office of the Sheriff to Class 8306 Sr. Deputy Sheriff, Sal. Sch. 33.5 \$487-586B/W, \$1063-2179 monthly.
3. Amend Annual Salary Ordinance Sections 173010A, 173010B, 173010C, and 173010D to reflect these additional positions.

0628-75

Enumeration of paraprofessional classifications at the S.F. Unified School District and the S.F. Community College District.

Action: Adopt amended Staff Report.

1. Adopt the definition of instructional aide for both the S.F. Unified School District and the S.F. Community College District.
2. Approve the enumerated classifications in Report No.0628-75 as being exempt civil service positions.
3. Employees in subject classifications who have been certified from civil service eligible lists shall retain and hold their positions pursuant to the Civil Service provisions of the Charter.
4. Classification authority remains with the Civil Service Commission as it pertains to exempt and non-exempt positions.
5. Amend Staff Report to provide that both exempt and regular Civil Service employees are covered by Civil Service Commission Rule 34 - Grievance procedures.

0629-75

Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV.H.

Action: Adopt Staff Report. Approve as indicated in report.

0620-75

Submission to the Board of Supervisors of wage scales - private employment on public contracts, under the provisions of Section 7.204 of the Charter.

Action: Adopt Staff Report and forward to the Board of Supervisors.





IN-SERVICE ACTIVITIES:

- 2180-75      Appeal of denial by the Adult Probation Department of Mozell Woodford's request for educational leave.
- Action: Grant appeal of Mozell Woodford for educational leave of 8 months.
- 2212-75      Appeal of staff's denial of request for 20/20 Program.
- Action: Grant Gloria Jones a 30/10 Program.
- 2213-75      Appeal of staff's denial of request for 20/20 Program.
- Action: Grant appeal of Dorothy L. White.
- 2055-75      Appeal of staff's denial of request for salary adjustments by employees in Class 1468 Water Services Clerk.
- Action: Refer to staff. Staff to consult with the City Attorney.

MISCELLANEOUS:

- 3047-75      From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 9151-9200
- Action: Approve.
- 3048-75      Requests from departments to back date requisitions and extension:
- |         |                           |          |                |
|---------|---------------------------|----------|----------------|
| T-50065 | 3632 Librarian II         | 10-2-75  | Public Library |
| T-50064 | 3632 Librarian II         | 10-17-75 | Public Library |
| T-50289 | Ext. 7372 Stationary Eng. | 10-2-75  | Public Works   |
| T-50353 | 7372 Stationary Eng.      | 10-6-75  | Public Works   |
- Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40271-75      Q2 Police Officer examination - Special Reports.
- October 6, 1975: Appeal of Patricia Paris over to Special Meeting of October 23, 1975.
- October 23, 1975: Appeal of Patricia Paris over to meeting of November 3, 1975.
- Action: 1. Deny appeal of Patricia Paris.  
             2. Appeal of Cora E. Oryall taken under submission. Staff to consult with the City Attorney.  
             3. Appeal of John Nious taken under submission. Staff to consult with the Police Surgeon.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 17, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Alioto  
Excused: Commissioner Chow  
Commissioner Tarantino presided.

DOCUMENTS

PUBLIC LIBRARY

MINUTES:

Regular Meeting of November 3, 1975:

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5443-75 Sheila C. Bosley, 8106 Legal Process Clerk CETA, Finance and Records (County Clerk) - 9-23-75.

Action: Approve.

5444-75 Art Marks, 9910 Public Service Trainee CETA, Recreation and Park Department - 10-28-75.

Action: Approve.

5445-75 Henry J. Pickette, 7530 Street Cleaner 9/E7, Public Works (Street Cleaning) - 10-16-75.

Action: Authorize withdrawal of automatic resignation. Return name to list not under waiver.

5446-75 Wallace Ward, S104 Motorman 187/E111, Public Utilities Commission (Municipal Railway) - 10-30-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

RESIGNATIONS:

5447-75 William F. Segen, S104 Motorman 111/E103, Public Utilities Commission (Municipal Railway) - 9-17-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Public Utilities Commission as a transit operator.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5448-75 Gregory Smith, 7560 Field Conservation Aide CETA, Recreation and Park - 11-4-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Recreation and Park Department.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5449-75 Arnetta J. Brown, 9458 Program Specialist Trainee CETA, Mayor's Office (Model Cities Agency) - 11-4-75.

Action: Approve.

5450-75 Raymond L. DeMars, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 10-28-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5442-75 Parmjit S. Nijar, 5252 Assistant Mechanical Engineer 11/E5, Public Works (Engineering) - 10-15-75.

November 3, 1975: Over to meeting of November 17, 1975.

Action: Over to meeting of December 1, 1975.

5451-75 James L. Polk, 2724 School Custodian 26/E49, S.F. Community College District - 10-31-75.

Action: Return name to eligible list not under waiver. Not to be certified again to S.F. Community College District.

CLASSIFICATION AND PAY:

0474-75 Amendment to the Annual Salary Ordinance to reflect changes in grant funding and establishment of new positions to supplement the Federally Assisted Code Enforcement (FACE) and the Rehabilitation Assistance (RAP) Programs.

Action: Adopt Staff Report.

1. Transfer positions as indicated from Annual Salary Ordinance Sections 151080 Mayor, Interdepartmental Salaries and 154080 Mayor, City Demonstration Agency, I.D. Salaries to Sections 151099 Mayor, Federally Funded Positions and 154099 Mayor, City Demonstration Agency, Federally Funded Positions.
2. Delete various positions from Annual Salary Ordinance Section 154080 as indicated.
3. Re-establish certain positions formerly in Annual Salary Ordinance Section 415018 DPW, Rehabilitation Assistance Program and assign to Section 415099 DPW, Bureau of Building Inspection, Federally Funded Positions; re-establish certain positions formerly in Section 415018 DPW, RAP; and establish 24 new positions in Section 415099, DPW, Bureau of Building Inspection, Federally Funded Positions.
4. Establish 24 new positions in Section 415099 Department of Public Works, Bureau of Building Inspection, Federally Funded Positions.
5. Amend Annual Salary Ordinance sections accordingly.

0540-75 Survey of Harbor Maintenance Division of the Port of San Francisco.

September 15, 1975: Over to Special Meeting of September 29, 1975.

September 29, 1975: Refer to staff. The General Manager, Personnel, to discuss with the Director of Public Works and report back at the meeting of October 23, 1975.

October 23, 1975: Off Calendar.

Action: Over to the meeting of December 1, 1975.

0589-75 Request to classify one newly-budgeted position in Class 1446 Senior Clerk Stenographer, Office of Chancellor-Superintendent, S.F. Community College District.

November 3, 1975: Over to meeting of November 17, 1975

Action: Deny request.



CLASSIFICATION AND PAY: (continued)

0576-75 Request to reclassify one vacant position in Class 7334 Stationary Engineer to 7335 Senior Stationary Engineer, War Memorial.

Action: Adopt Staff Report. Reclassify one vacant position in Class 7334 Stationary Engineer (7.62H) to 7335 Senior Stationary Engineer (8.5725H); amend Salary Ordinance Section 691030 accordingly.

0609-75 Classification of three new positions, Civil Service Commission.

Action: Off Calendar.

0637-75 Survey of one 1452 Stenographic Secretary position, Office of the Chief Administrative Officer.

Action: Adopt Staff Report. Reclassify one 1452 Stenographic Secretary position (Sal. Sch. 29.0 \$865M1037), Office of the Chief Administrative Officer, to Class 1528 Administrative Secretary (Sal. Sch. 30.7 \$934M1122); amend Annual Salary Ordinance Section 221010 accordingly when the rights of the incumbent will not be adversely affected.

0638-75 Classification of two new positions in the Recreation and Park Department requested in connection with the Open Space Acquisition Program.

Action: Adopt Staff Report.

1. Establish new Classification 5414 Coordinator, Open Space and Park Renovation with salary of J,Z Sch. 41.4 B/W \$704-850, monthly \$1537-1856, \$18,445-22,270 annually, as recommended by department.
2. Allocate one new position to this classification.
3. Allocate one new position to Class 1446 Senior Clerk Stenographer; Sal. Sch. 26 \$346-414 B/W; \$754-905 monthly.
4. Amend the Annual Salary Ordinance by the establishment of Section 654010 to reflect this action, effective February 1, 1976.

0513-75 Request for reconsideration of Civil Service Commission action November 3, 1975, re allocation of one position to 1452 Stenographic Secretary, S.F. Community College District.

Action: Off Calendar.

IN-SERVICE ACTIVITIES:

2234-75 Request for Supplemental Appropriation for Equipment, Civil Service Commission.

Action: Off Calendar.

2235-75 Request for Supplemental Appropriation, Various Accounts, Civil Service Commission.

Action: Off Calendar.

In-Service item continued on page 4.

MISCELLANEOUS:

3049-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 9226-9250

Action: Approve.





MISCELLANEOUS: (continued)

3050-75      Requests from departments to back date requisitions and extensions:

E-52142	2522 Sr. Morgue Attendant	10-29-75	Coroner's Office
T-50082	9960 Staff Aide	10-1-75	Juvenile Court
T-50084	9960       "     "	10-1-75	"     "
T-50085	9960       "     "	10-1-75	"     "
T-50035	7355 Truck Driver	8-25-75	Public Library
T-53975	7344 Carpenter	10-31-75	PUC - Water Dept.
T-50066 Ext.	3434 Tree Topper	10-15-75	Public Works
T-50136 Ext.	1932 Asst. Storekeeper	10-1-75	Purchasing Dept.

Action:   Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40408-75      Appeal of staff's denial of protest on Qualifications Appraisal Interview for Class 320 Deputy Clerk.

Action:   Adopt Staff Report.   Deny appeal of James Arvanites.

40402-75      Appeal of staff's denial of application for Class 2903 Eligibility Worker.

Action:   Grant appeal of Barbara Ezell.

40409-75      Appeal of staff's denial of protest on Qualifications Appraisal Interview for Class 270 Deputy Clerk.

Action:   Adopt Staff Report.   Deny appeal of Roberto Reyes.

40399-75      Appeal of staff's denial of protest re terms of the examination announcement for Class 8126 Chief Deputy Sheriff (Civil).

Action:   Adopt Staff Report.   Deny appeal of F. J. Williams.

40271-75      Q2 Police Officer examination - Special Reports.

Action:   1.   Appeals of Eleanor Jeffery, Charles McIntyre, Jr.,  
              and George Stasko over to meeting of December 1, 1975.  
              2.   Deny appeal of Norma Addison.  
              3.   Find Johnny Velasquez qualified as to background.

IN-SERVICE ACTIVITIES: (continued)

2242-75      Requesting Board of Supervisors to establish residence requirement for the next H2 Fire Fighter examination.

Action:   Adopt report and forward to the Board of Supervisors.

UNDER SUBMISSION:

40271-75      Q2 Police Officer examination - Special Reports.

1.   November 3, 1975:   Appeal of Cora E. Oryall taken under submission.   Staff to consult with the City Attorney.

          Action:   November 14, 1975 - Find qualified as to residency.

2.   November 3, 1975:   Appeal of John Nious taken under submission.   Staff to consult with the Police Surgeon.

          Action:   November 17, 1975 - Deny appeal of John Nious.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 1, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Alioto  
Excused: Commissioner Chow  
Commissioner Tarantino presided.

MINUTES:

Regular Meeting of November 17, 1975.

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5453-75 From the San Francisco Unified School District:

Timothy Brown	3598	School Aide	III	11-10-75
Frankie Burgess	3595	"	" I	"
Anita Carter	3595	"	" I	"
William Chionisini	3598	"	" III	"
Poncianna Davis	3595	"	" I	"
Linda Deringer	3598	"	" III	"
Rosetta Freeman	3595	"	" I	"
Irma Frias	3595	"	" I	"
Eva Stone	3598	"	" III	11-1-75
Susie Turner	3595	"	" I	11-10-75

Action: Approve.

5458-75 Cecil Gray, 2714 Janitor CETA, Public Library - 10-29-75.

Action: Approve.

5454-75 Cheryl Bower, 2903 Eligibility Worker 79/E8, Social Services - 11-10-75.

Action: Approve.

5455-75 Jesse Lane, S102 Conductor V47/P85, Public Utilities Commission (Municipal Railway) - 11-4-75.

Action: Over to meeting of December 15, 1975.

5456-75 Robert C. Webb, S104 Motorman 89/E108, Public Utilities Commission (Municipal Railway) - 10-29-75.

Action: Off Calendar.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5457-75 Arthur M. Aviles, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 11-3-75.

Action: Off Calendar.

5459-75 Richard S. Mabrey, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning and Planting) - 10-31-75.

Action: Approve.

5460-75 Sabrina McLeod, 1424 Clerk Typist CETA, Public Works (Engineering) - 11-7-75.

Action: Approve.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5461-75 Harvey R. Forester, M.D., 2233 Supervising Physician Specialist 7/E4, Public Health (N.E. Mental Health Center) - 11-6-75.

Action: Over to meeting of December 15, 1975.

5438-75 Curtis Jean, S104 Motorman 339/E111, Public Utilities Commission (Municipal Railway) - 8-6-75.

Action: Over to meeting of December 15, 1975.

5442-75 Parmjit S. Nijar, 5252 Assistant Mechanical Engineer 11/E5, Public Works (Engineering) - 10-15-75.

November 3, 1975: Over to meeting of November 17, 1975.

November 17, 1975: Over to meeting of December 1, 1975.

Action: Over to meeting of December 15, 1975.

TERMINATION OF TEMPORARY APPOINTMENT:

5462-75 James Blunt, 2903 Eligibility Worker 192/E7, Social Services - 11-7-75.

Action: Approve.

CLASSIFICATION AND PAY:

0540-75 Survey of Harbor Maintenance Division of the Port of San Francisco.

Action: Off Calendar.

0617-75 Classification of one new position (1975-76 budget) in Class 7550 School Furniture Serviceman, San Francisco Unified School District.

Action: Adopt Staff Report. Allocate one new position, S.F. Unified School District to Class 7550 School Furniture Serviceman (Sal. Sch. 29.3 \$878M1052); advise the S.F. Unified School District to amend its Annual Salary Resolution accordingly.

0649-75 Suspension of Section 1.3 of the 1974-75 Annual Salary Ordinance to allow for overtime payment for employee in Class 1872 Programmer Analyst, S.F. Community College District.

Action: Adopt Staff Report. Approve suspension of the provisions of Section 1.3 of the Annual Salary Ordinance and allow Mr. David T. Barnard to receive payment for overtime worked during the periods stated in the Staff Report, a total of 37 hours.

0651-75 Classification of one new position in the Mayor's Criminal Justice Council, Delinquency Prevention Commission.

Action: Deny Staff Report.

0583-75 Request to amend Annual Salary Ordinance to reflect transfer of certain positions from the National Institute of Drug Abuse (NIDA) grant to the Department of Public Health, Community Mental Health, Methodone Treatment Program.

Action: Adopt Staff Report.

1. Classify five positions as follows:

- 1 - 2230 Physician Specialist PT (3/4 time)
- 1 - 2585 Health Worker I
- 3 - 2587 Health Worker III

2. Amend Annual Salary Ordinance Section 581010 accordingly.



CLASSIFICATION AND PAY: (continued)

- 0660-75      Correction of various clerical errors made in the Department of Public Health, Community Mental Health Service 1975-76 budget.
- Action: Adopt Staff Report. Correct clerical errors as noted; amend Sections 563010, 567014, and 567015A of the Annual Salary Ordinance accordingly.
- 0661-75      Amendments to the specifications for classes 5265 Architectural Associate I and 5266 Architectural Associate II.
- Action: Adopt Staff Report. Amend specifications for Classes 5265 Architectural Associate and 5266 Architectural Associate II.
- 0662-75      Status of Carroll D. Frazier; laid-off from Class 9392 Regional Trade Promotion Representative, Port of San Francisco.
- Action: Adopt Staff Report. Grant status to Mr. Carroll Frazier, laid-off from Class 9392 Regional Trade Promotion Representative, Port of San Francisco, Sal. Sch. 39.2 \$634-766 B/W \$1384-1672 monthly to Class 1314 Public Relations Officer, Sal. Sch. 38.4 \$611-738 B/W, \$1334-1611 monthly to future vacancies in this class.
- 0609-75      Creation of new positions, Civil Service Commission.
- November 17, 1975: Off Calendar.
- Action: Adopt amended Staff Report.
1. Allocate two new positions to Class 0120 Member, Civil Service Commission (\$100 M salary rate set by Charter).
2. Amend Annual Salary Ordinance Section 121010 accordingly.
- 0667-75      Survey of one position in Class 1650 Accountant, San Francisco Unified School District.
- Action: Adopt Staff Report.
1. Reallocate one position in the Children's Centers Division of the S.F. Unified School District currently in Class 1650 Accountant, Sal. Sch. 29.9 \$412-496 B/W, \$899-1083 monthly to Class 1652 Senior Accountant, Sal. Sch. 33.9 \$496-596 B/W, \$1083-1301 monthly when this can be accomplished without adverse effect to the incumbent.
2. Advise S.F. Unified School District to amend its Annual Salary Resolution to reflect this action.
- 0611-75      Classification of one new position (1975-76 budget) in Class 1444 Clerk Stenographer, S.F. Community College District.
- Action: Deny Staff Report.
- 0671-75      Memorandum of Understanding between the Civil Service Commission and Engineers and Scientists of California.
- Action: Adopt Staff Report. Enter into a Memorandum of Understanding with the Engineers and Scientists of California to clarify and record the intent of 4261T Real Property Appraiser Trainee.
- 0672-75      Reclassification of a Senior Stationary Engineer, Sewage Treatment Plant to Chief Stationary Engineer, Sewage Treatment Plant.
- Action: Adopt Staff Report. Reallocate one position of Class 7373 Senior Stationary Engineer, Sewage Treatment Plant to 7252 Chief Stationary Engineer, Sewage Treatment Plant.





CLASSIFICATION AND PAY: (continued)

0629-75 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV.H.

Action: Adopt Staff Report.

IN-SERVICE ACTIVITIES:

2234-75 Request for Supplemental Appropriation for Equipment, Civil Service Commission.

November 17, 1975: Off Calendar.

Action: Approve and forward to the Office of the Mayor.

2235-75 Request for Supplemental Appropriation, Various Accounts, Civil Service Commission.

November 17, 1975: Off Calendar.

Action: Approve and forward to the Office of the Mayor.

2245-75 Request from the Mayor on behalf of Betty Lim Guimaraes for approval to serve on the Fair Employment Practices Commission of the State of California.

Action: Approve.

2250-75 Appeal of denial of request for leave of absence to serve as an employee organization representative.

Action: Approve leaves of absence without pay for Lucy Flato and Jennifer K. Major effective December 1, 1975 and culminating December 12, 1975 to serve as employee organization representatives.

2251-75 Amendments to Sections 4.03 and 5.05 of the Civil Service Commission Rules.

Action: Post for two weeks for adoption on Monday, December 15, 1975.

MISCELLANEOUS:

3051-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 9251-9275

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40428-75 Protests of Eligible List P-2 for 9212 Airfield Safety Officer.

Action: Over to meeting of December 15, 1975.

40431-75 Appeal of staff's denial of protest re issuance of promotive examination for Class 2110 Medical Records Clerk.

Action: Over to meeting of December 15, 1975.

40436-75 Appeal of staff's denial of protest on the 5280 Planner III examination announcement.

Action: Adopt Staff Report. Deny appeals re areas of specialization and waiver of appointment. Allow appeal re promotional classifications.

40437-75 Appeals on ratings in Fire Department promotional examinations.

Action: Over to meeting of December 15, 1975.



RECRUITMENT AND EXAMINATIONS: (continued)

- 40434-75 Appeal of staff's action on key protests in examination for 1342 Public Service Assistant Director, Mayor's Office.
- Action: Allow responses 1 and 4 on item 78. Deny all other appeals. Adopt key as amended.
- 40435-75 Appeal of staff's action on key protests in examination for 3416 Gardener.
- Action: Deny appeals on items 25, 32, and 75. Allow responses 1 and 4 to item 93. Adopt key as amended.
- 40404-75 Special Report - Class 8330 Director, Boys' Ranch School.
- Action: Under submission. Decision to be announced at a future date.
- 40271-75 Q2 Police Officer examination - Special Reports.
- Action: 1. Deny appeals of Eleanor Jeffery and Charles McIntyre, Jr.  
2. Find George Stasko qualified as to background.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 15, 1975

2:00 P.M.

Present: Commissioner Tarantino  
Commissioner Alioto  
Commissioner Chow  
Commissioner Powell  
Commissioner Salomon  
Commissioner Tarantino presided.

MINUTES:

Regular Meeting of December 1, 1975.

Action: Approve.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5465-75 Larry Calhoun, 2724 School Custodian 51/E117, San Francisco Unified School District - 11-17-75.

Action: Approve.

5466-75 Donald Flach, 1426 Senior Clerk Typist 12/E22, Social Services - 11-28-75.

Action: Over to meeting of January 5, 1976.

5455-75 Jesse Lane, S102 Conductor V47/P85, Public Utilities Commission (Municipal Railway) - 11-4-75.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Over to meeting of January 5, 1976.

5467-75 Kristine Sutro, 2903 Eligibility Worker 268/E6, Social Services - 10-6-75.

Action: Approve.

5468-75 Debra Talley, 2586 Health Worker II 66/E1, Public Health (CMHS) - 11-20-75.

Action: Approve.

5469-75 Raymond Tribble, 8321 Counselor 43/E13, Juvenile Court - 11-24-75.

Action: Over to meeting of January 5, 1976.

5470-75 Velma Wise, 1720 Key Punch Operator 37/E6, Controller (EDP) - 11-25-75.

Action: Over to meeting of January 5, 1976.

RESIGNATIONS:

5471-75 William H. Roscow, 1424 Clerk Typist 248/E181, Social Services - 8-25-75.

Action: Over to meeting of January 5, 1976.

5472-75 Jesus A. Yanes, S102 Conductor 140/E91, Public Utilities Commission (Municipal Railway) - 10-29-75.

Action: Approve. Future applications subject to review and approval of the General Manager, Personnel.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5473-75      Everett Adams, 1240 Assistant Personnel Analyst CETA, Public Utilities Commission (Municipal Railway) - 10-31-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

5474-75      Alex Reyes, 2528 Medical Steward CETA, Public Health (San Bruno Jail) - 11-13-75.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to Department of Public Health.

5475-75      Cleveland Vickers, 7560 Field Conservation Aide CETA, Public Works (Street Cleaning) - 11-21-75.

Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5461-75      Harvey R. Forester, M.D., 2233 Supervising Physician Specialist 7/E4, Public Health (CMHS) - 11-6-75.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Based on Dr. Forester's statement of resignation; resignation accepted. Future applications and requests for reinstatement subject to review and approval of General Manager, Personnel. Not to be certified again to the Department of Public Health.

5467-75      Jimmie Hall, S104 Motorman 382/E111, Public Utilities Commission (Municipal Railway) - 11-3-75.

Action: Return name to list under waiver of appointment, this waiver to remain in effect until medically cleared.

5438-75      Curtis Jean, S104 Motorman 339/E111, Public Utilities Commission (Municipal Railway) - 8-6-75.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Refer to medical appeals specialist at own expense.

5477-75      John G. Miller, 2312 Licensed Vocational Nurse V5/E68, Public Health (S.F. General Hospital) - 11-28-75.

Action: Over to meeting of January 5, 1976.

5442-75      Parmjit S. Nijar, 5252 Assistant Mechanical Engineer 11/E5, Public Works (Engineering) - 10-15-75.

November 3, 1975: Over to meeting of November 17, 1975.

November 17, 1975: Over to meeting of December 1, 1975.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Over to meeting of January 5, 1976.

5478-75      David Spero, 2320 Registered Nurse 11/E343, Public Health (S.F. General Hospital) - 11-25-75.

Action: Return name to list not under waiver. Not to be certified again to San Francisco General Hospital.





TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5479-75 Agnes Heyman, 1406 Senior Clerk 8/P4, Public Health (Central Office) - 11-28-75.

Action: Restore to position from which promoted.

CLASSIFICATION AND PAY:

0346-75 Establishment of Apprenticeship Classes for Stationary Engineer and Stationary Engineer, Sewage Plant.

Action: Adopt Staff Report.

1. Establish the following classes:  
7334 A Apprentice Stationary Engineer  
7372 A Apprentice Stationary Engineer, Sewage Plant
2. Adopt rate of pay indicated in report
3. Amend the Annual Salary Ordinance Sections 417030 and 425030 accordingly.

0451-75 Survey of one position in the Department of Public Health, Community Mental Health Services, Bureau of Alcoholism.

Action: Adopt Staff Report. Classify one position in Class 2589 Health Program Coordinator I (Sal. Sch. 33.2, \$1048M1262), Department of Public Health, Community Mental Health Services, Bureau of Alcoholism - Themis House; amend Annual Salary Ordinance Section 575013 by removing the asterisk from the subject position.

0666-75 Establishment of two new Members, Police Commission.

Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 161011 to reflect the establishment of two additional 0510 Member, Police Commission positions.

0677-75 Request of Department of Public Health for approval of a personal services contract with the Bay Area Low Vision Clinic for Optometric Services in connection with the Prisoners Medical Program.

Action: Adopt Staff Report. Personal services contract reviewed; forward to Purchaser of Supplies.

0682-75 Establishment of two new Members, Fire Commission.

Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 145012 to reflect the establishment of two additional 0160 Member, Fire Commission positions.

0683-75 Amendment of specification and renumbering of Class 1930 Supply Room Attendant.

Action: Adopt Staff Report.

1. Amend specification for Class 1930 Supply Room Attendant
2. Renumber Class 1930 Supply Room Attendant to 2608
3. Amend Annual Salary Ordinance Sections 555010 and 557010 to reflect this new code number
4. Advise department to amend its 1976-77 budget accordingly



CLASSIFICATION AND PAY: (continued)

0685-75 Survey of 16 positions in the Office of the District Attorney.

Action: Adopt Staff Report.

1. Classify the following 16 positions as follows:

- 1 - 1458 Legal Stenographer
- 3 - 8146 District Attorney's Investigator
- 2 - 8147 Sr. Investigator, District Attorney's Office
- 1 - 8180 Principal Attorney (Civil and Criminal)
- 1 - 8182 Head Attorney (Civil and Criminal)
- 8 - 8401 Probation Assistant (Subject to classification by Civil Service Commission)

2. Amend Annual Salary Ordinance Section 141011 accordingly.

0686-75 Review of a personal services contract between the Model Cities Agency and Smith and Lange for a specialized short-term, accounting-budgeting project.

Action: Adopt Staff Report. Contract reviewed; forward to Purchaser of Supplies.

0692-75 Review of a personal services contract between the Office of the Mayor and Mr. William E. O'Brien.

Action: Contract reviewed; forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2251-75 Amendments to Sections 4.03 and 5.05 of the Civil Service Commission Rules.

December 1, 1975: Post for two weeks for adoption on Monday, December 15, 1975.

Action: Adopt Staff Report as amended. Approve.

2261-75 Appeal of medical rejection from Gurnie L. Cook.

Action: Find Gurnie L. Cook medically qualified.

2262-75 Resolution of commendation for Joseph Macellari, Finance and Records, upon his retirement.

Action: Approve.

MISCELLANEOUS:

3053-75 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 9276-9332

Action: Approve.

3054-75 Requests from departments to back date requisitions and extensions:

T-43193 Ext. 7365 Sr. Powerhouse Operator 11-22-75 PUC, HHW&P  
Moccasin

Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

40428-75      Protests of Eligible List P-2 for 9212 Airfield Safety Officer.

December 1, 1975: Over to meeting of December 15, 1975.

Action: 1. Appeal of Robert Imbellino: Over to next meeting.  
2. Appeal of Samuel Rascon: Over to next meeting: further staff research required. Mr. Rascon to be advised by staff in writing of enumerated documentation required.  
3. Adopt Eligible List P-2 for 9212 Airfield Safety Officer. Place Mr. Imbellino (Rank 24) and Mr. Rascon (Rank 5) under waiver pending Civil Service Commission final action. Because of Mr. Rascon's ranking, hold one permanent requisition pending resolution of his status.

40431-75      Appeal of staff's denial of protest re issuance of promotive examination for Class 2110 Medical Records Clerk.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Adopt Staff Report. Deny appeal.

40437-75      Appeals on ratings in Fire Department promotional examinations.

December 1, 1975: Over to meeting of December 15, 1975.

Action: Off Calendar: Staff to notify all participants of right to request seniority credit for service without pay in a higher rank. Additional credits to be awarded pursuant to Charter Section 8.327 upon confirmation by Fire Department.

40444-75      Appeal of staff's action on key protests in examination for 1822 Administrative Analyst.

Action: Adopt Staff Report. Deny appeals on items 58 and 72, allow appeal on item 60.

40271-75      Q2 Police Officer examination - Special Reports.

Action:

1. Appeal of Laura Helm over to meeting of January 5, 1976.  
2. Deny appeal of David D. Shore.

40459-75      Protest of disqualification of application for Classes B152 Court Room Clerk and B160 Law Clerk.

Action: Deny appeal of Edna Boney.

UNDER SUBMISSION:

40404-75      Special Report - Class 8330 Director, Boys' Ranch School.

December 1, 1975: Under submission. Decision to be announced at a future date.

Action: December 16, 1975: Sustain disqualification of James Licavoli.











